

Creating a Shipment within DRC

1) Open Outlook and click on the Key icon, DRC will open

User Information

User Options

User ID: LLEWIS

Full Name: LANI LEWIS

Department: 104 SOFTWARE

Email Address: LLewis@4ims.com

Extension: 1055

Ship Via: FEDEX PRIORITY OVERNIGHT

Printing Options

Number of Shipping Orders to print for regular shipments: 3

Number of Invoices to print for International shipments: 1

Do not prompt for confirmation

Import Type

Choose the default application that you will Import addresses from :

Outlook

Help Update & Exit Exit

- 1st Time Using: fill in blanks
- Check off “Do not prompt...”
- Click “Update & Exit” to exit
- Click “Ok” to the next two messages

2) Go to Outlook contacts

Contacts - Microsoft Outlook

File Edit View Go Tools Actions Help

Look for: Search In: Contacts Find Now Clear

Contacts

Alexander, Nomee
165 Orinoco Dr.
Brightwaters, NY
Business: (631) 665-7040
E-mail: nalexander@shee...

Almeida, Christina
1 Willa Way
Holtsville, NY 11742
Business: 1024
Home: (631) 732-3723
E-mail: CAlmeida@4ims.com

Andrews, Debbie
6511 W. Oakton St
Morton Grove, IL 60053
Business: (847) 663-6275
Home: 847
Business Fax: (847) 967-3610

Anthony Mangiaracina Attorn...
1727 Vets Hwy
Suite 208
Islandia, NY 11749
Business: (631) 582-4098
Business Fax: (631) 582-4140

Apollo
administrator
admin
Business: Apollo
Home: Apollo
Mobile: Apollo
Business Fax: Apollo

ASUS
ASUS
Business: ASUS
Home: ASUS
Mobile: ASUS
Business Fax: ASUS

B., Jim
50 Wolf Hollow Rd.
Centereach, NY 11720
Business: 1054
Home: (631) 737-4154
Mobile: (516) 314-5290
E-mail: JimB@4ims.com

Barbara
570 s. research pl.
central Islip, ny 11722
Business: (631) 851-5182

Beatty
750 New Horizons Blvd
Amityville, NY 11701
Business: (631) 225-1100
Business Fax: (631) 225-1118

Beyer, Bruce
225 N. Country Rd.
Miller Place, NY 11764
Business: 1022
Home: (631) 828-6158
Mobile: (631) 987-3008
E-mail: BBeyer@4ims.com

Brogle, Kyriel
53 15th Ave.
W. Babylon, NY 11704
Business: 1001
Home: (631) 669-0858
E-mail: KBrogle@4ims.com

Brown, Michelle
267 Rocky Point Landing Rd.
Rocky Point, NY 11778
Business: 1014
Home: (631) 849-3498
E-mail: MBrown@4ims.com

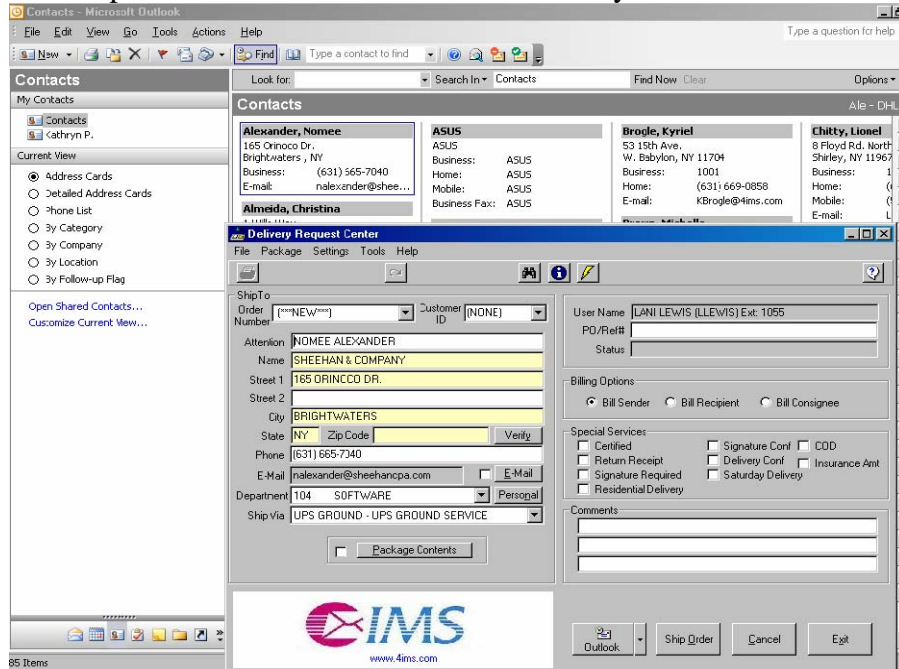
Caggiano, Liz
Business: (631) 586-0400
Business Fax: (631) 254-0618

Celentano, Rich
42 Hazel Rd.
Rocky Point, NY 11778
Business: 1042
Home: (631) 821-6054
E-mail: RCelentano@4ims...

Certiman Balin Adler
90 merrick Ave
9th floor
East Meadow, NY 11554
Business: 516-296-700
Mobile: (516) 296-7089
Business Fax: (516) 296-7111

- Click the key icon, which will open DRC

3) DRC will open with the contact information already filled in



* You can Change any field you see

- 4) In the "Ship Via" area:
- You can use the drop down menu to select a different carrier class
- 5) The "Comments" fields should be used like so:

Comment 1:	Client Matter Number
Comment 2:	Attorney
Comment 3:	Extra comment for special services

- 6) Under "Billing Options", the only service you might use besides the default is Bill Consignee

The screenshot shows the 'Delivery Request Center' application. The main window displays shipping information for a package. A dialog box titled 'Bill Consignee Information' is open, showing the following details:

- Account Number: 12345
- Attention: NOMEE ALEXANDER
- Name: SHEEHAN & COMPANY
- Street 1: 165 ORINOCO DR.
- Street 2:
- City: BRIGHTWATERS
- State: NY
- Zip Code:

In the background, the 'Billing Options' section shows 'Bill Consignee' selected with a radio button. Other options include 'Bill Sender', 'Bill Recipient', 'Signature Conf', 'COD', 'Return Receipt', 'Delivery Conf', 'Insurance Amt', and 'Saturday Delivery'. The 'Comments' field contains the text: 'Res. Deliv. No Sig. Sat.D 3/31'.

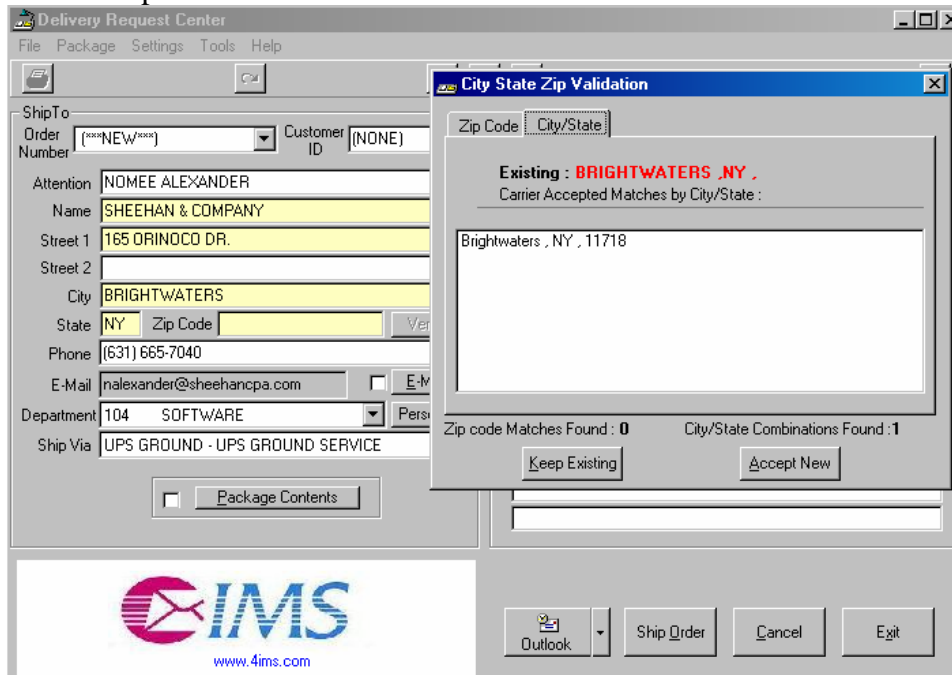
- 7) Under "Special Services", the only options you would use are:
- Residential Delivery
 - No signature required
 - Saturday Delivery
 - Specify the date you want the package to be sent out (IE: Fri., Sat.)
 - Include the specified day/date within "Comment 3" field

The screenshot shows the 'Billing Options' and 'Special Services' sections of the software interface. The 'Billing Options' section has three radio buttons: 'Bill Sender' (selected), 'Bill Recipient', and 'Bill Consignee'. The 'Special Services' section has several checkboxes:

- Certified
- Return Receipt
- Signature Required
- Residential Delivery
- Signature Conf
- Delivery Conf
- Saturday Delivery
- COD
- Insurance Amt

The 'Comments' field contains the text: 'Res. Deliv. No Sig. Sat.D 3/31'.

8) Click “Ship Order”:



- Click “Keep Existing”
- Make corrections to Outlook contact
- Re-import using the Key icon

9) You will get a print out (Birth Certificate) which you will prepare with your package the normal way you have been doing it.

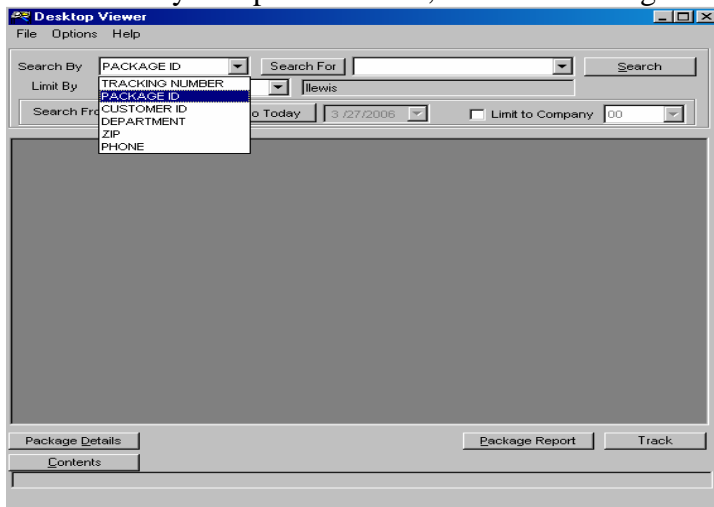
- Make sure to keep a copy for your self
- The “Order Number”; is your Package ID #, and Internal Tracking #

Search on a Shipment through DRC

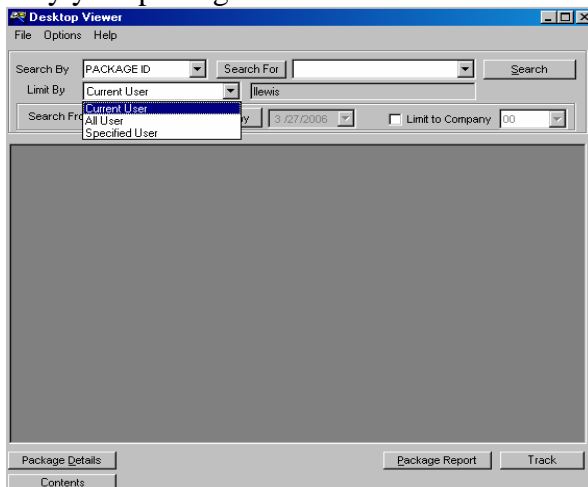
- 1) From DRC click on the binoculars



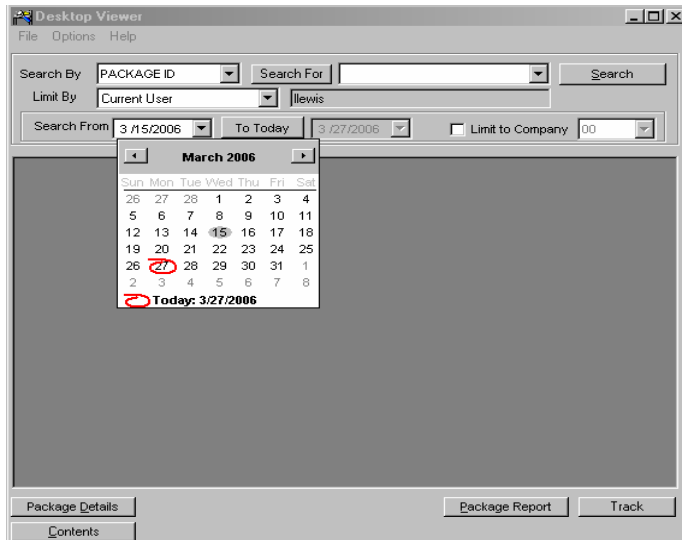
- 2) In “Search By” drop down menu, leave at “Package ID”



- 3) The “Limited By” drop down menu defaults to “Current User”; will search on only your packages



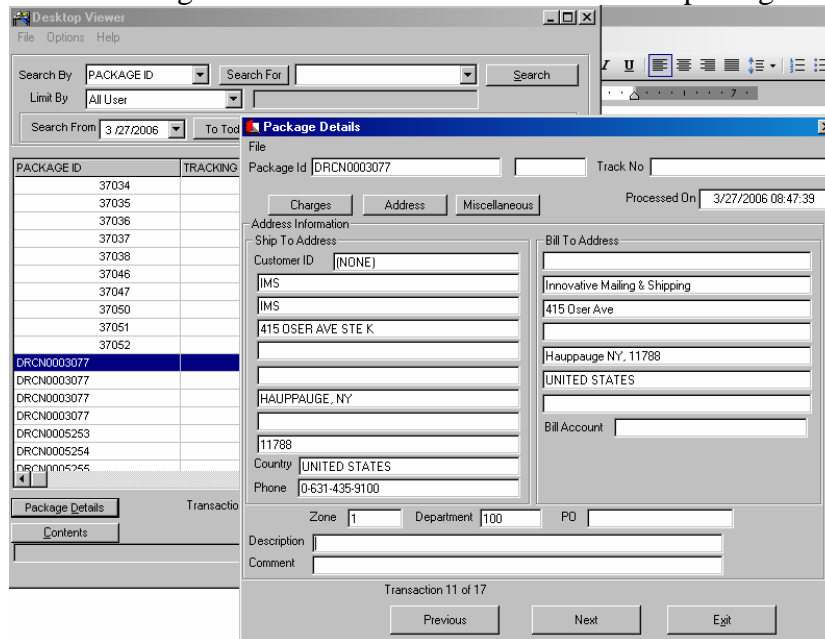
4) In “Search From” field:



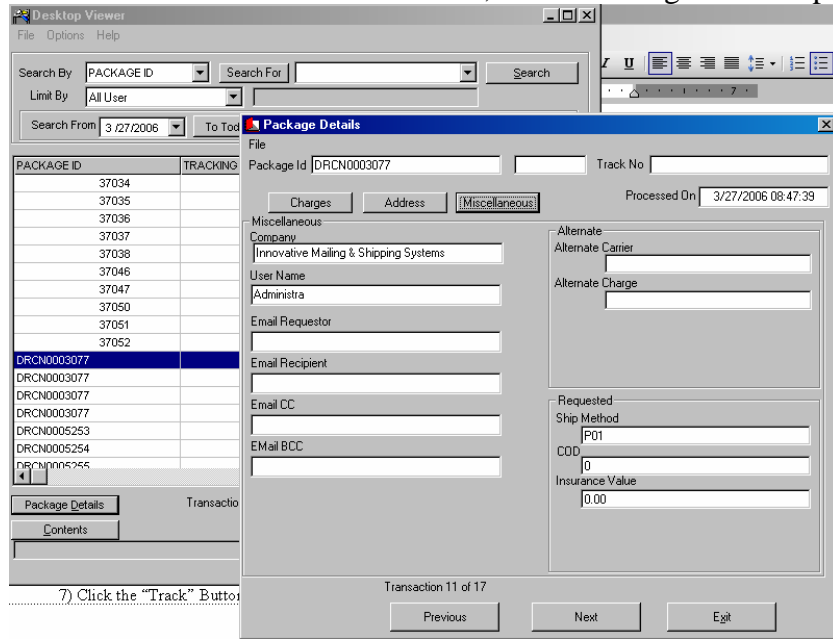
5) Click the “Search” button

- Far right

6) Click the “Package Details” button for more info on the package



- Click the "Miscellaneous" button; when viewing all users' packages



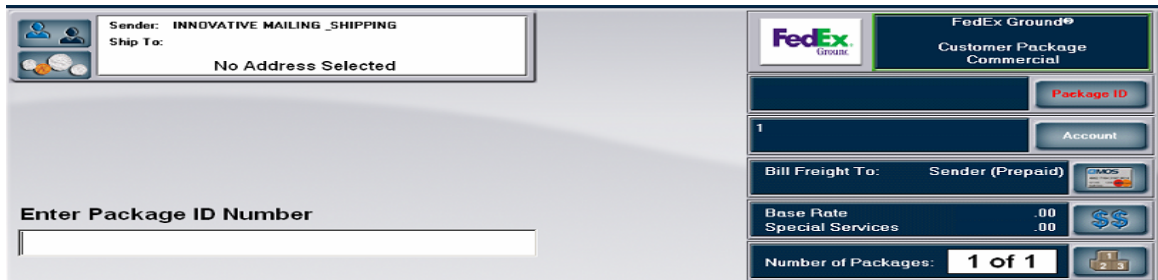
7) Click the "Track" Button

- 7) Click the "Track" Button to go to the carrier website and track the package

Ship a Shipment through MCMG2



- 1) Click on MCM G2 icon on your desktop
- 2) Make sure you are being prompted for the package ID



Sender: INNOVATIVE MAILING SHIPPING
Ship To: No Address Selected

Package ID: [Empty]

Account: [Empty]

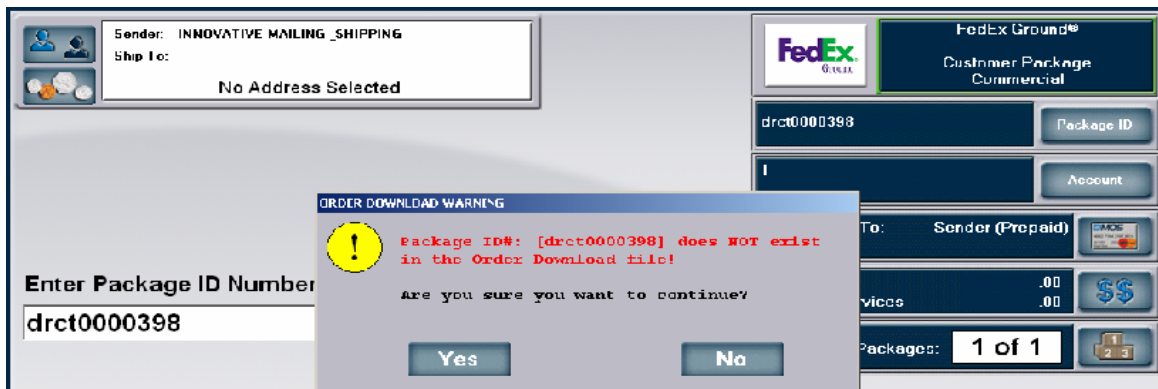
Bill Freight To: Sender (Prepaid)

Base Rate: .00
Special Services: .00

Number of Packages: 1 of 1

- If not click on the “Package ID” button

- 3) Scan in the Package ID, from DRC; Birth Certificate



Sender: INNOVATIVE MAILING SHIPPING
Ship To: No Address Selected

Package ID: drct0000398

Account: [Empty]

Bill Freight To: Sender (Prepaid)

Base Rate: .00
Special Services: .00

Number of Packages: 1 of 1

ORDER DOWNLOAD WARNING
Package ID#: [drct0000398] does NOT exist in the Order Download file!
Are you sure you want to continue?
Yes No

- Package ID must be capitalized in order to work
- Check to make sure “Caps Lock” is not on, on the keyboard

- 4) On the Special Service screen, verify that the special services match the Birth Certificate from DRC
- Look at comments area on the DRC Birth Certificate, for special services
 - Look at the bottom of the DRC Birth Certificate for the checked off "Special Service"

<p>Base Rate 17.00</p>		<p>Packaging</p> <p>Customer Packaging</p> <p>Customer Packaging</p> <p>FedEx® Envelope</p> <p>FedEx® Box</p> <p>FedEx® Tube</p> <p>FedEx® Pak</p>
<p>1. Dimensional Weight</p> <p>2. Insurance</p> <p>3. C.O.D.</p> <p>4. Dangerous Goods</p> <p>5. Saturday Delivery</p> <p>6. Courier Pickup</p> <p>7. Saturday Pickup</p> <p>8. Area Surcharge</p> <p>9. Fuel Surcharge</p> <p>0. Handling Charge</p>	<p>Ship Date</p> <p>TODAY</p> <p>Pickup / Dropoff</p> <p>Regular Pickup</p> <p>Hold At Location</p> <p>No Locations Available Add New</p> <p>Broker Select</p> <p>No Brokers Available Add New</p>	
<p>Accept</p>		

- Saturday Delivery

<p>Base Rate 17.00</p>		<p>Packaging</p> <p>Customer Packaging</p>
<p>1. Dimensional Weight</p> <p>2. Insurance</p> <p>3. C.O.D.</p> <p>4. Dangerous Goods</p> <p>5. Saturday Delivery</p> <p>6. Courier Pickup</p> <p>7. Saturday Pickup</p> <p>8. Area Surcharge</p> <p>9. Fuel Surcharge</p> <p>0. Handling Charge</p>	<p>Ship Date</p> <p>TODAY</p> <p>TODAY</p> <p>TOMORROW</p> <p>03-30-2006</p> <p>03-31-2006</p> <p>04-01-2006</p> <p>04-03-2006</p> <p>04-04-2006</p> <p>broker select</p> <p>No Brokers Available</p>	

- Click "Accept" to exit this screen when finished

5) If you need the special services list

- Click on the displayed special service next to the double dollar sign, on the carrier screen

		FedEx Priority Overnight®	
		Customer Package Commercial	
DRCT0000403		Package ID	
1		Account	
Bill Freight To: Third Party			
Base Rate 17.00			
Special Services .00			
Number of Packages: 1 of 1			

6) On the Carrier Screen verify with the DRC Birth Certificate that:

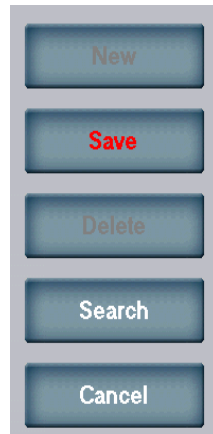
- The address is the same
 - a.) If you need to edit the address
 - * Click on the pencil icon next to the address

    	Sender: INNOVATIVE MAILING SHIPPING Ship To: KATHY SMITH WESTERN TELECOM 14 JOHNTOWN STREET MOONACHIE NJ 07074 UNITED STATES ** Commercial Address **
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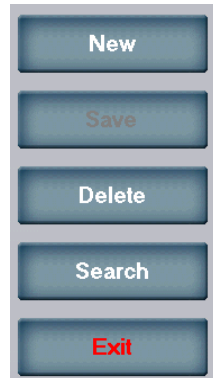
* Edit the address in the following screen

New	Country Code	US-UNITED STATES	
Copy	Number	ODL11	
Delete	Name	WESTERN TELECOM	
Search	Address 1	14 JOHNTOWN STREET	
Exit	Address 2		
	Address 3		
Address Info	Zip Code	07074	
Phone / FAX	City	MOONACHIE	
Global Email(s)	State	NJ	
Alt Email(s)	Phone	201-555-8000	Ext
UPS Domestic	Fax		Tax ID
UPS International	Alt	KATHY SMITH <input type="button" value="Edit"/>	
FedEx Settings	Pref Service	None	
DHL Settings	<input type="checkbox"/> COD Only <input type="checkbox"/> COD Money Order <input type="checkbox"/> Residential Address		
	Address Not Validated		

* Click on "Save"



* Click "Exit" to exit



* Make a note of the correction

* Have the person correct their Outlook contact so that this doesn't occur again

- The carrier displayed in the top right corner is the same, as your DRC Birth Certificate

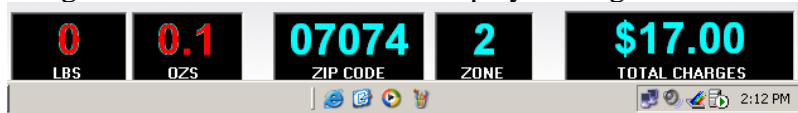


- The special services for that package are correct



7) Place item on scale

- Weight Over 30lbs: Click on the displayed weight area



- Type in "lbs.", then "oz.", and press enter after each entry
 - a.) Displayed weight is “BLW”
 - * Make sure nothing is on or touching the scale
 - * Click F key “Zero Scale”



- Remember that the total charge displayed on this screen is incorrect

8) To get your packaging label:

- Click on F12 “Send This Package”

9) When finished using the system:

- Hold these three keys down together; on you key board
 - a.) "Ctrl", "Alt", "Delete"
- Click on "Lock Computer"
- To unlock the system
 - a.) Hold these three keys down together; on you key board
 - * “Ctrl", "Alt", "Delete"
 - b.) The password is above the question

10) On Friday completely shut down the system

To Search on a Package through MCMG2

1) To Search on packages that were shipped:

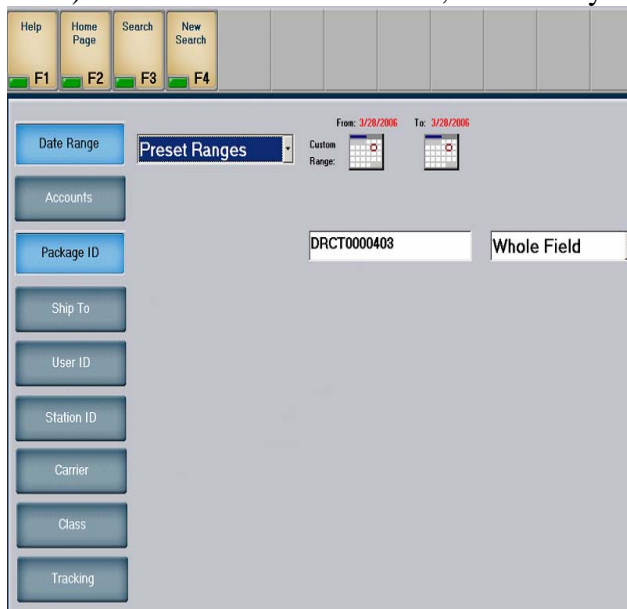
a) Click on F key "Inquiry Void"



- If you do not see the F key "Inquiry Void"

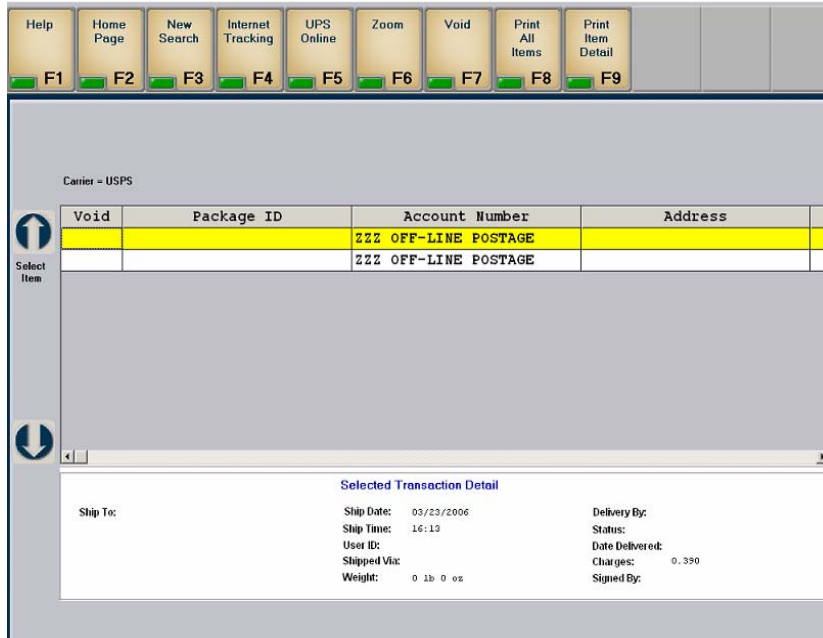
- ◇ Click the "Ctrl" key on keyboard, to change the F keys

b) Use the buttons on the left, to narrow your search down

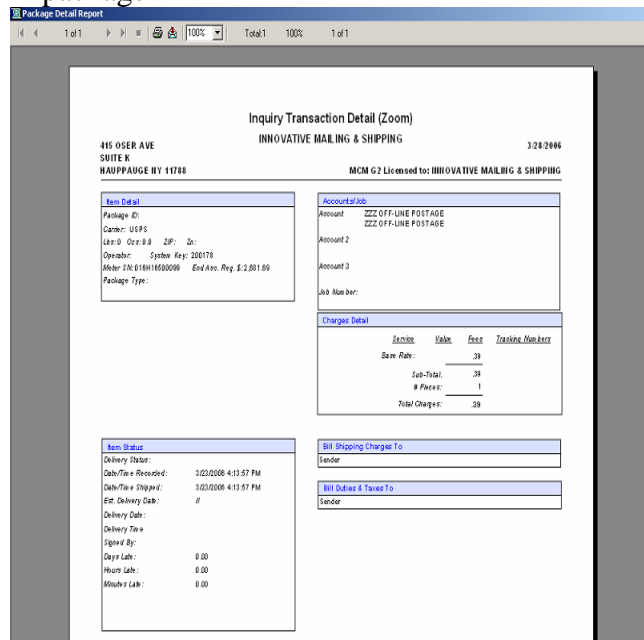


c) Click the F key "Search"

d) Find the package you want to void, in the following screen, and click on it



e) Click the F key "Zoom" to get a print report on this specific package



- f) Click the printer icon to print this report
- g) Click the "X" box in the top right corner to exit this screen
- h) Click the F key "New Search" to change your search

To Void a Package through MCMG2

1) If you need to void a package:

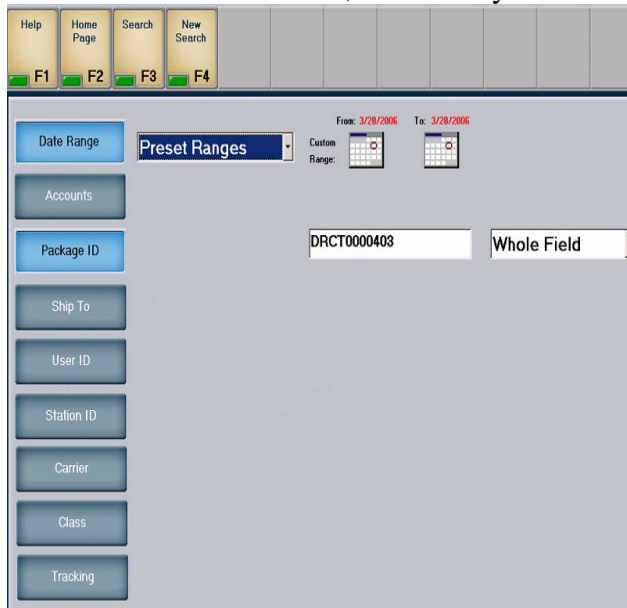
- Click on “Inquiry Void”



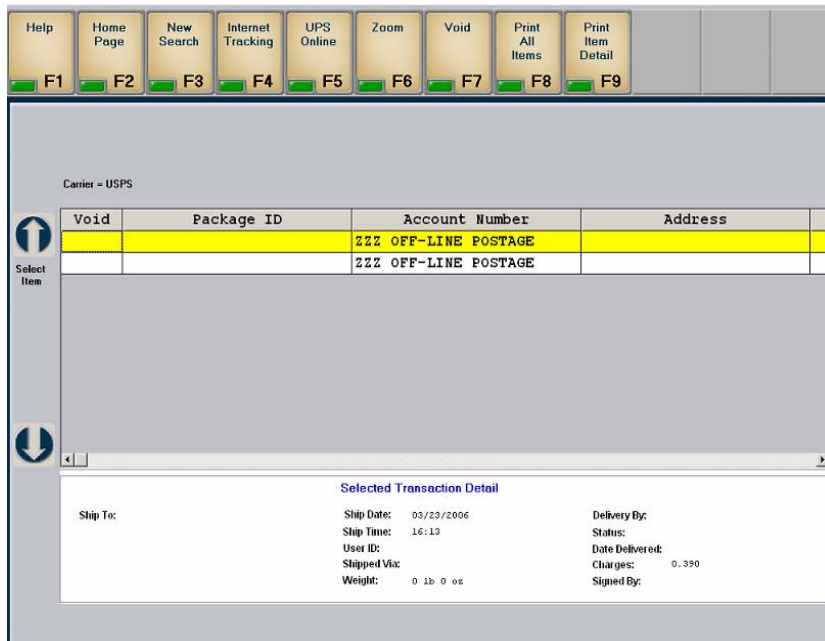
a.) If you do not see the F key “Inquiry Void”

* Click the “Ctrl” key on keyboard, to change the F keys

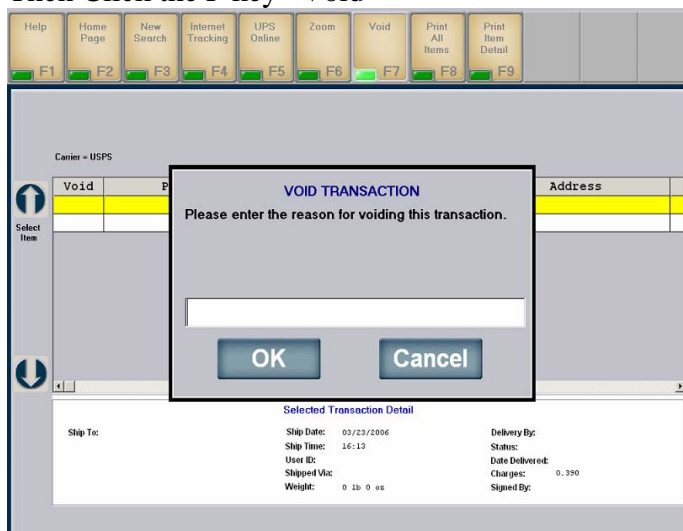
- Use the buttons on the left, to narrow your search down



- Click the F key “Search”
- Find the package you want to void, in the following screen, and click on it



- Then Click the F key “Void”



- Fill in the prompt on why you are voiding out that package
- Next to the package you should now see “VOID” in red

End of day procedure for MCMG2

1) Close the carriers:

- Click on F key "Other System Functions"



a.) If you do not see the F key "Other System Functions"

* Click the "Ctrl" key on keyboard, to change the F keys

- Click on "Close Carrier"



- Click on the Carrier icon you want to close
a.) You are not closing for FedEx; checking that their was a good connection through out the day to their server:

 **Close FedEx**

Select Packages to View / Ship:
Scheduled for Today:

CLOSE CARRIER

 There are no packages to close for this carrier.

b.) You closing for USPS, if used for the day:

 **Close USPS**

Select Packages to View / Ship:
Scheduled for Today:

Day of Week	Ship Date	Pieces	Weight(Rated)
Wednesday	03/29/2006	1	7.5999999046325

* Close Today's Packages, you will connect to USPS FTP site

Disconnecting From USPS...

Finished!

* Click "OK" when finished

2) Run accounting end of day report:

- Click on F key "Other System Functions"
 - a.) If F key "Reports" is visible click on that
 - b.) Or if you do not see Reports, click the F key "Other System Functions"
 - * Click the "Ctrl" key on keyboard, to change the F keys
- Click on "Reports"

The screenshot shows a software interface with a menu bar at the top containing buttons for Help (F1), Home Page (F2), USPS (F3), UPS (F4), FedEx (F5), DHL (F6), Other Carriers Menu (F7), Select Date Range (F8), Reports (F9), Name & Save Report (F10), Print Report (F11), and Display Report (F12). The 'Reports' button (F9) is highlighted. Below the menu bar is a 'Select Report Type' section with a list of report categories: Account Reports, Sub-Account Reports, Carrier Reports, Activity Reports, Advisor Reports, Misc. Reports, Saved Reports, and Delete Saved Reports. To the right of this list are two report cards. The first card is for 'FedEx Acct Com' and the second is for 'USPS Acct Com'. Both cards show 'Report Type: Account Audit' and 'Date Selected: 3/29/2005 to 3/29/2006'.

- Click on the carrier report you want (FedEx, USPS)

The screenshot shows the same software interface as the previous one, but with the 'Carrier Reports' button (F7) highlighted. The 'Date Range' is set to '03-29-2006' to '03-29-2006'. The 'Select Report' dropdown is set to 'Account Audit'. The 'Select Account' dropdown is set to 'All Account' and the 'Select Carrier' dropdown is set to 'FedEx'. The 'Select Detail' section has several checkboxes checked: 'with Itemized Special Services', 'with Ship To Address', 'with Tracking #'s and Details', 'with Class Detail', and 'With Comments'. The 'with Page Breaks' checkbox is unchecked.

- Change the date range, to the date you are running the report
- Click F key "Print Report"

3) When finished using the system:

- Hold these three keys down together; on you key board
 - a.) "Ctrl", "Alt", "Delete"
- Click on "Lock Computer"
- To unlock the system
 - a.) Hold these three keys down together; on you key board
 - * "Ctrl", "Alt", "Delete"
 - b.) The password is above the question

4) On Friday completely shut down the system