Creating a Shipment within DRC

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

- 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

- Click the key icon, which will open DRC

3) DRC will open with the contact information already filled in
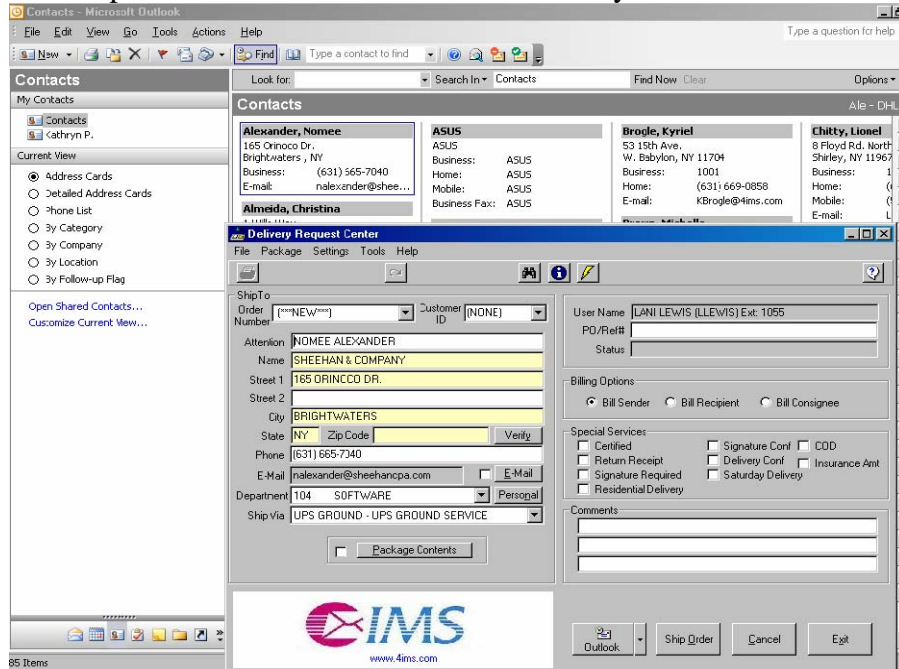
You can Change any field you see

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

7) Under "Special Services", the only options you would use are:
   a) Residential Delivery
      - No signature required
   b) 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

8) Click "Ship Order":
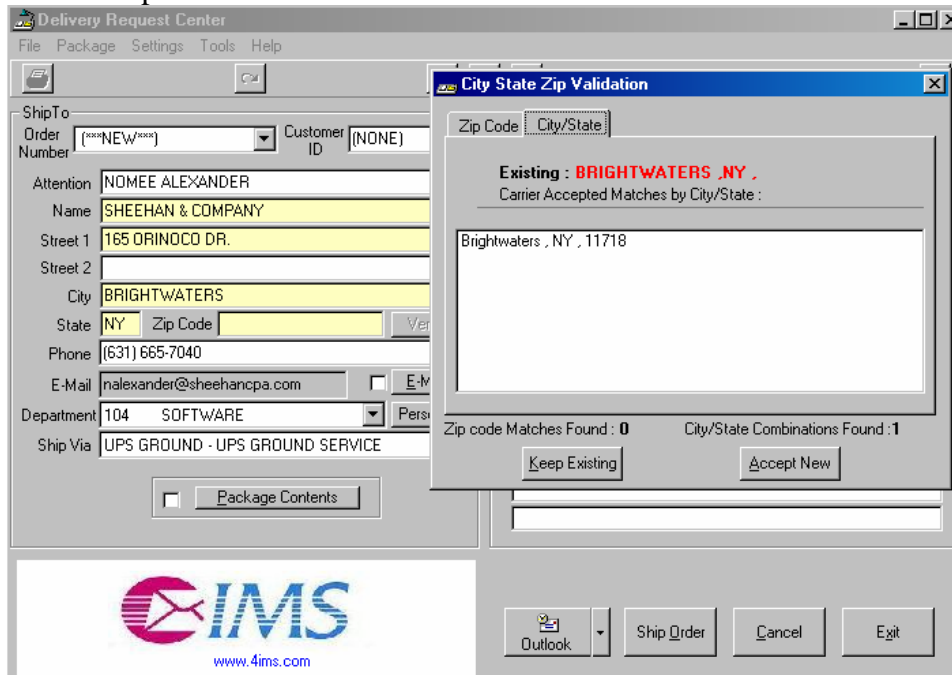
- Click "Keep Existing"
- Make corrections to Outlook contact
- Re-import using the Key icon

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"
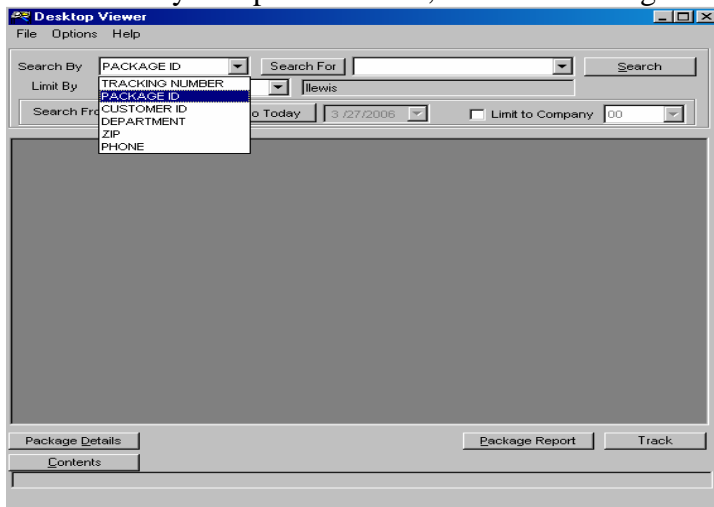
3) The "Limited By" drop down menu defaults to "Current User"; will search on only your packages
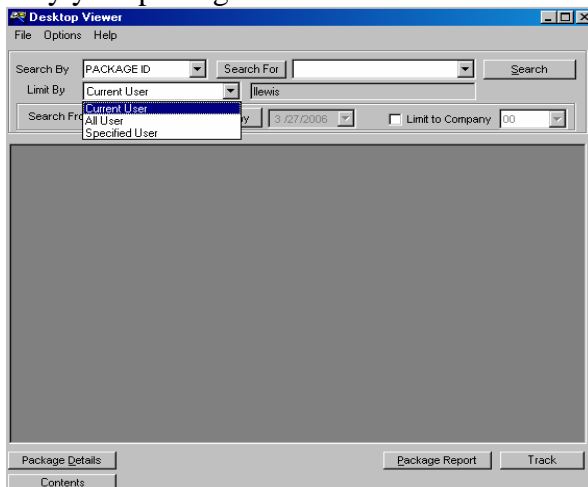
4) In "Search From" field:
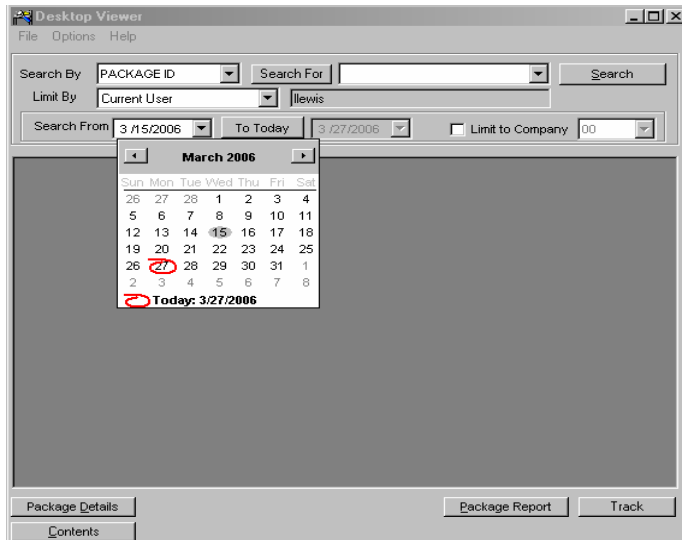
5) Click the "Search" button
   - Far right

6) Click the "Package Details" button for more info on the package
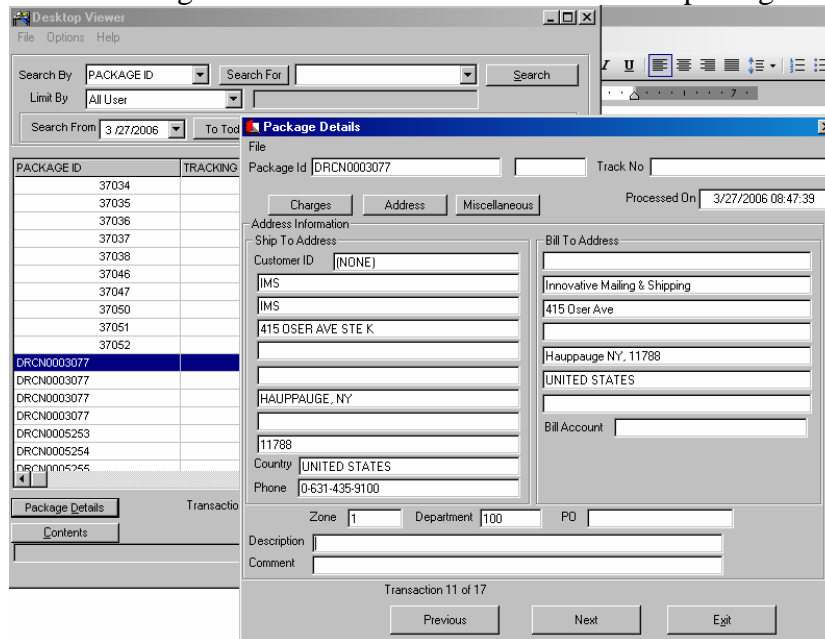
- Click the "Miscellaneous" button; when viewing all users' packages
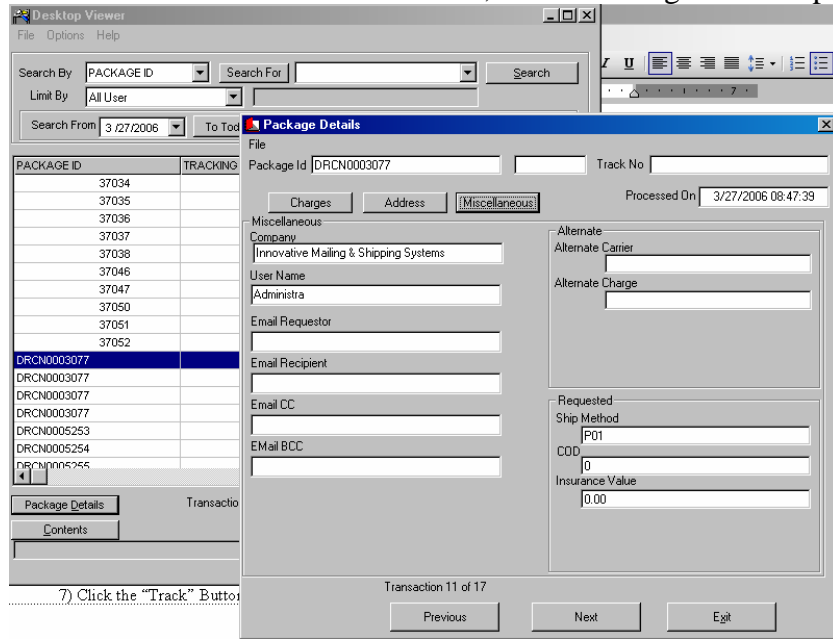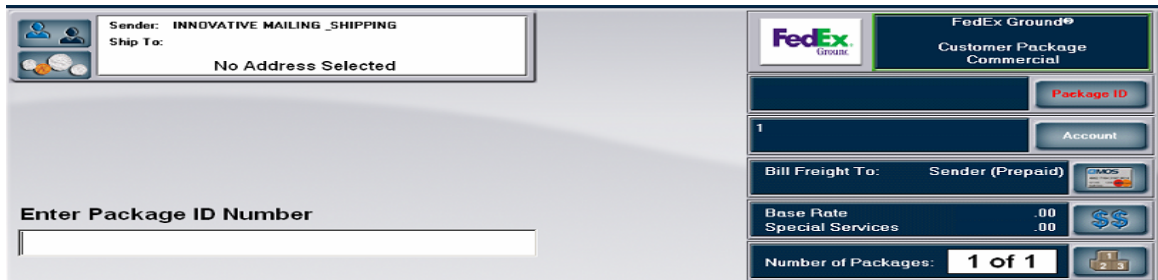
7) Click the "Track" Button to go to the carrier website and track the package

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
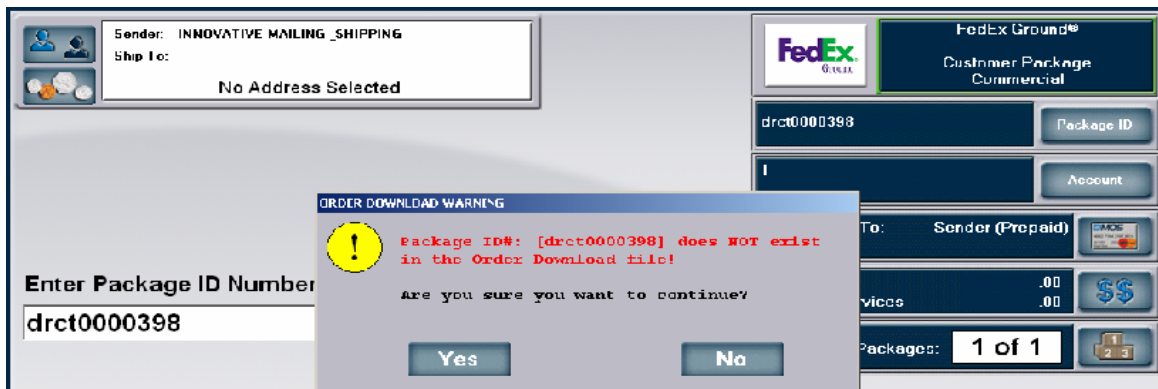
- If not click on the "Package ID" button

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

- 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"

   - Saturday Delivery

   - 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

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

       * Edit the address in the following screen

* Click on "Save"

* Click "Exit" to exit
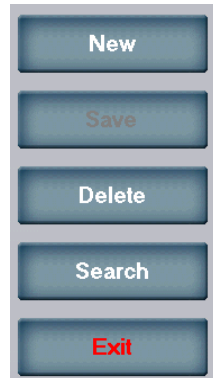
   * Make a note of the correction
   * Have the person correct their Outlook contact so that this doesn't
    occur again

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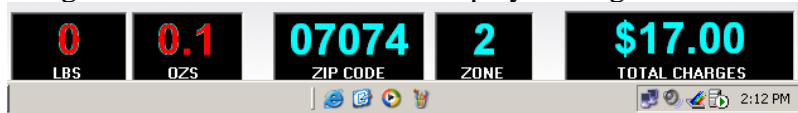
- Type in "lbs.", then "oz.", and press enter after each entry
  a.) Displayed weight is "BLW"
  - * Make sure nothing is on or touching the scale
  - * Click F key "Zero Scale"

- 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
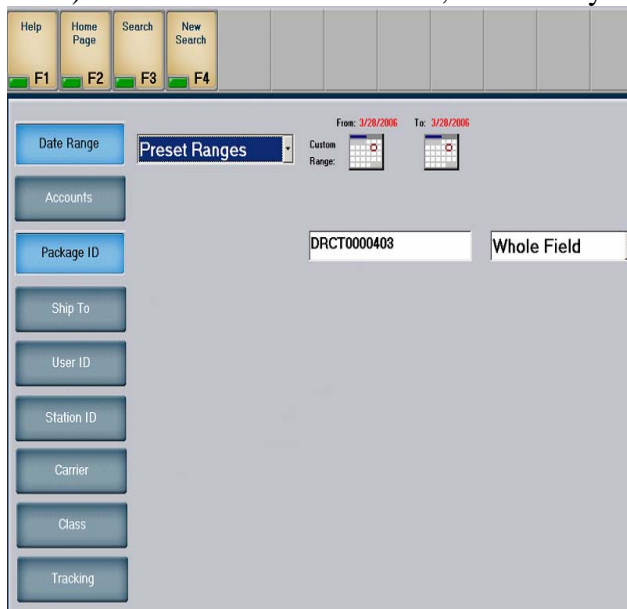
1) If you need to void a package:
   - Click on "Inquiry Void"

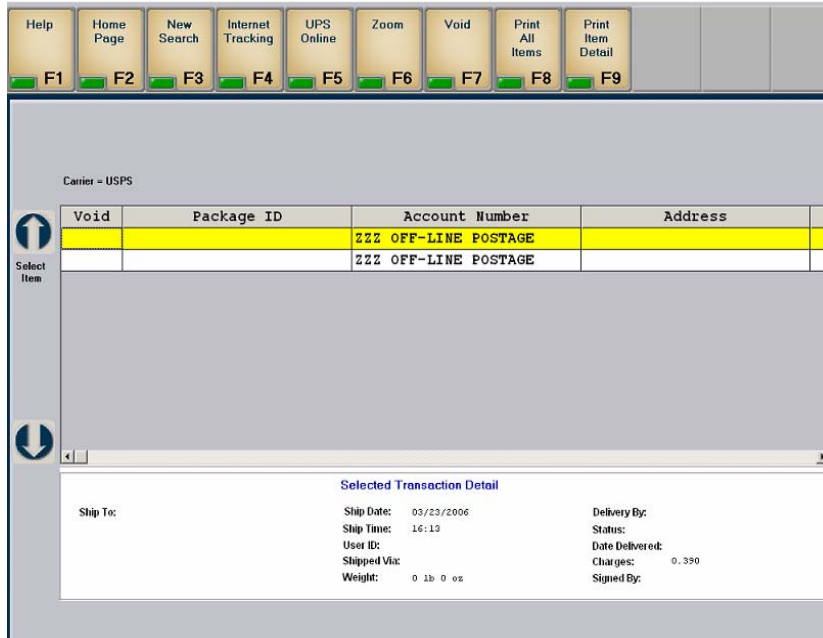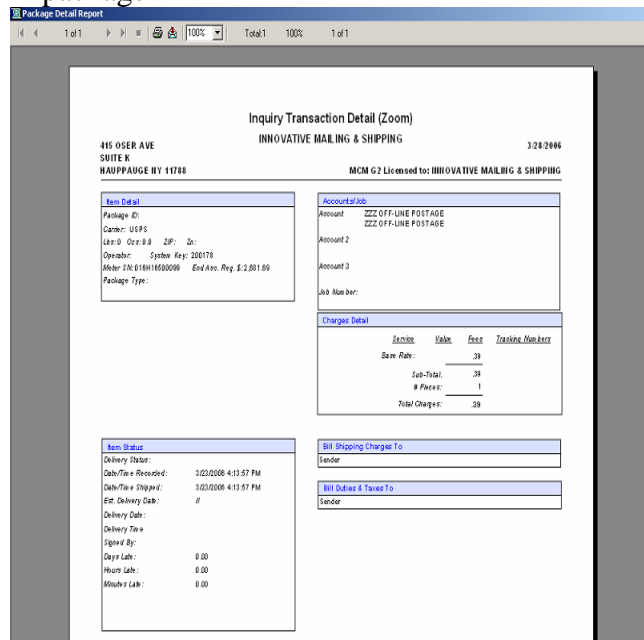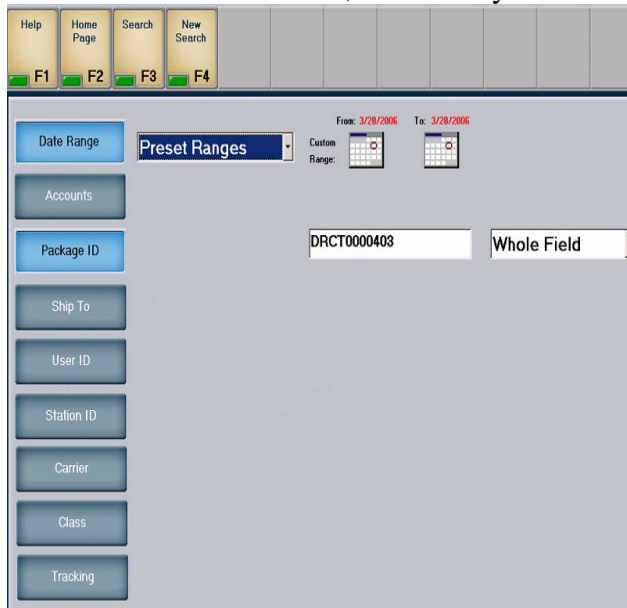   a.) If you do not see the F key "Inquiry Void"

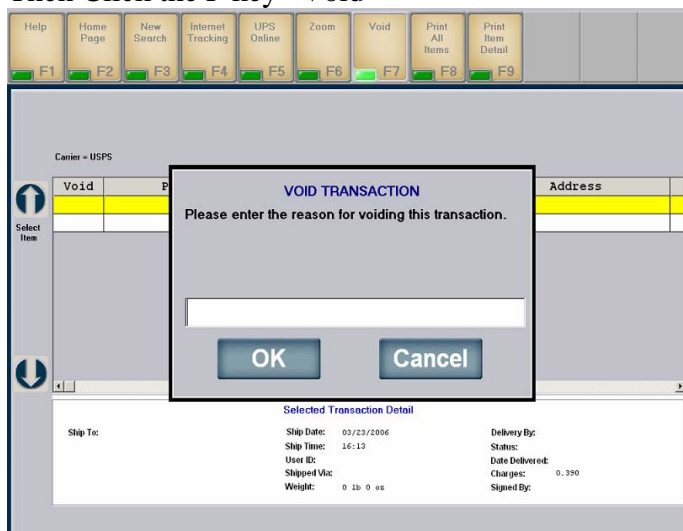   * Click the "Ctrl" key on keyboard, to change the F keys
   - Use the buttons on the left, to narrow your search down

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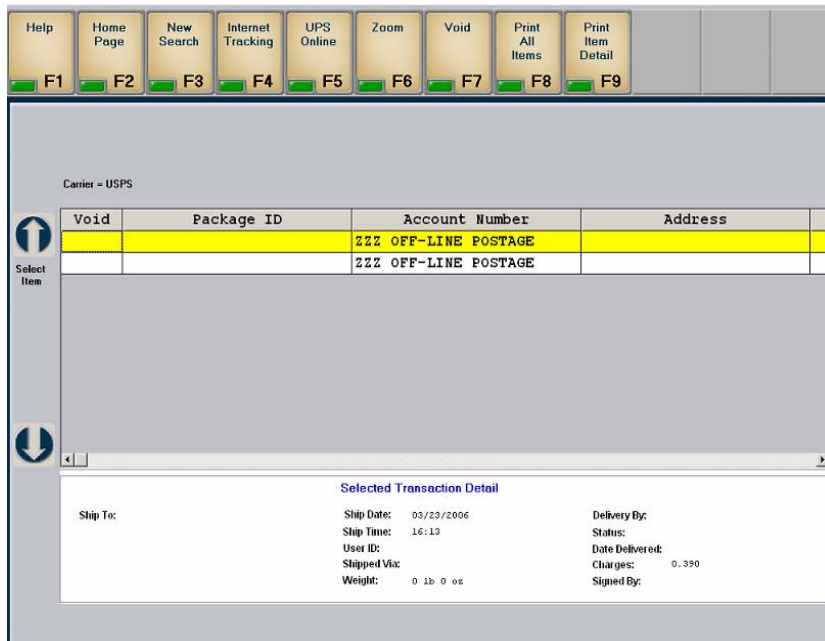
- Then Click the F key "Void"

- 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 "Closer 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:

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

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

View Packages   Close Today's Packges   Back

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

Disconnecting From USPS...

OK

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"

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

- 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