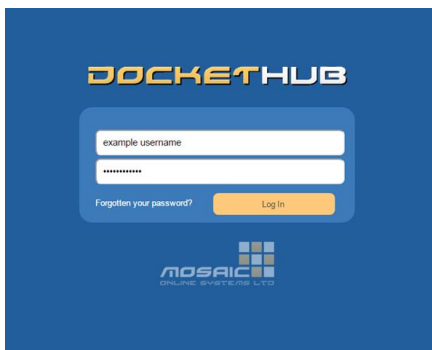


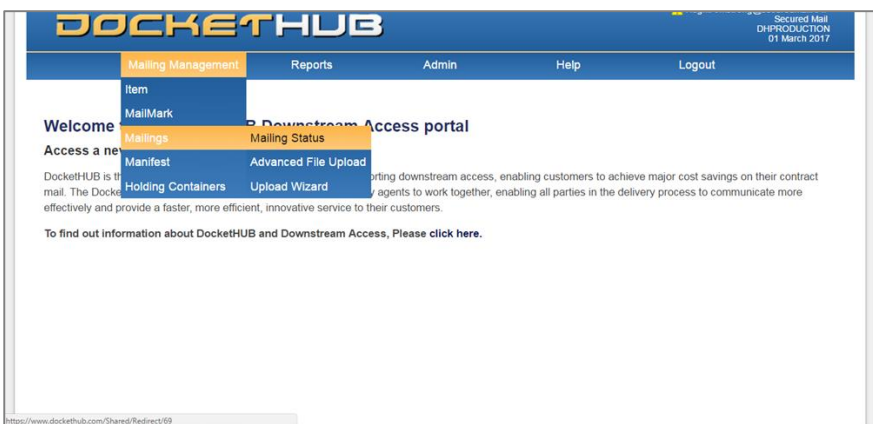


Customer Guide – How to Manage Collection Dates

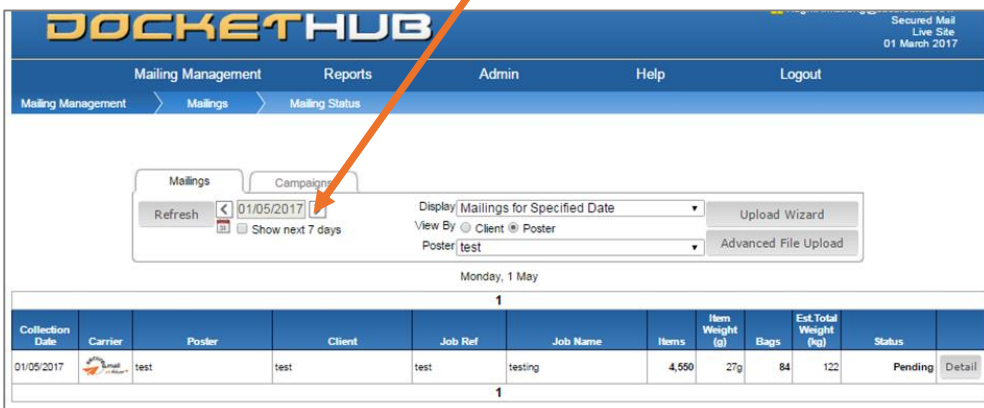
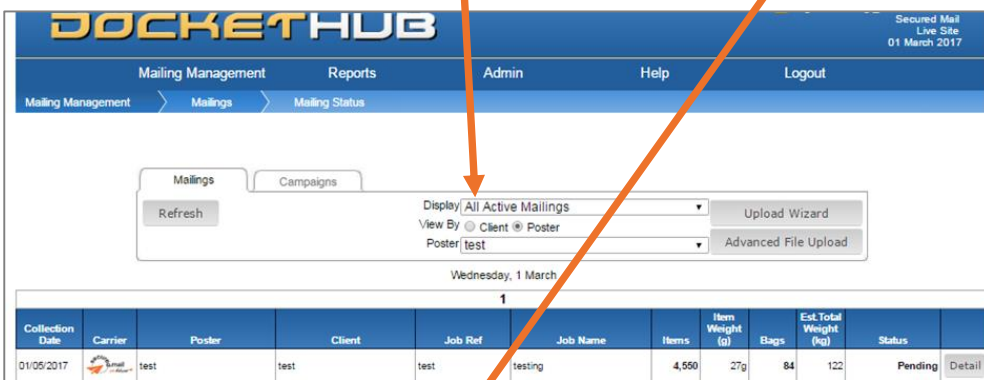
On your browser go to: www.dockethub.com and enter your username and password:



Select the mailing status button as shown below



On the display select 'All active mailings' or use the 'date functions' to find the mailing required.





Customer Guide – How to Manage Collection Dates

On the job line select the button called 'Detail' as shown below

Collection Date	Carrier	Poster	Client	Job Ref	Job Name	Items	Item Weight (g)	Bags	Est. Total Weight (kg)	Status	
01/05/2017		test	test	test	testing	4,550	27g	84	122	Pending	Detail

This will open up an overview of the job, to change the collection date use the 'edit' tool to change to the desired date.

DOCKETHUB Secured Mail Live Site 01 March 2017

Mailing Management Reports Admin Help Logout

Mailing Management > Mailings > Mailing Status > Mailing Status Summary

Job Reference: test

Collection Date: 01/05/2017 **Edit**

Job Description: testing **Edit**

Client: test

Poster: test

Carrier: Secured Mail

Service: 70_LRG LTRMAN BAGS

Item Weight (g): 27 Total Items: 4550

Job Code: 608000-EGC1 Bags: 84

Campaign: Not Assigned

Department: No department

Cost Codes: **Edit**

Return to Mailing Status

Mailing Details

Print Labels

Hold Mailing

Cancel Mailing

Statistics

If the mailing is a split mailing, i.e. one data file uploaded but a staggered collection over a number of days, this must be split on Docket Hub via collection date using the method below.

In the mailing status summary select 'Mailing Details' from the menu.

DOCKETHUB Secured Mail Live Site 01 March 2017

Mailing Management Reports Admin Help Logout

Mailing Management > Mailings > Mailing Status > Mailing Status Summary

Job Reference: test

Collection Date: 01/05/2017 **Edit**

Job Description: testing **Edit**

Client: test

Poster: test

Carrier: Secured Mail

Service: 70_LRG LTRMAN BAGS

Item Weight (g): 27 Total Items: 4550

Job Code: 608000-EGC1 Bags: 84

Campaign: Not Assigned

Department: No department

Cost Codes: **Edit**

Return to Mailing Status

Mailing Details

Print Labels

Hold Mailing

Cancel Mailing

Statistics





Customer Guide – How to Manage Collection Dates

This will display the below screen, from this screen select the 'Mailing Admin' option

DOCKETHUB Secured Mail Live Site 01 March 2017

Mailing Management Reports Admin Help Logout

Mailing Management > Mailings > Mailing Status > Mailing Status Detail

Refresh Print All Bag Labels Release All Bags
 Select All Reprint Labels Put Bags on Hold
 Clear All Split Bags Cancel Bags

Return to Mailing Summary
 Mailing Admin
 Display Status: All Active States

Cont. No	Container Identifier	Cont. Type	SSC	Job Reference	Order Number	Client Reference	Item Count	Item Weight	Cont. Weight	First ItemNo	Last ItemNo	Upload Status
1												

Once in the Mailing Admin screen select 'Split Mailing'

DOCKETHUB Secured Mail Live Site 01 March 2017

Mailing Management Reports Admin Help Logout

Mailing Management > Mailings > Mailing Status > Mailing Admin

Return to Mailing Detail

Split Mailing
 Split a mailing into two parts (or combine a previously split mailing)

Split Mailing

The Split Mailing screen will now appear where a mailing can be amended accordingly.

Return To Mailing Admin

Original Mailing Info.

Planned Mailing Date: 01/05/2017
 Job Reference: test
 Job Description: testing

Attribute to split by: BagNo.
 First BagNo.: 1
 Last BagNo.: 84

Preview Split

BagNo.: 1 BagNo.: 84

BagNo.	BagID	SSC	Firstitm.	Lastitm.	JobRef.	Ref.No.	EndClient
1	3146H100124022	30	1	23	test	608000-EGC1	
2	3146H100124023	30	24	79	test	608000-EGC1	
3	3146H100124024	30	80	95	test	608000-EGC1	
...
84	3146H100124105	354	4547	4550	test	608000-EGC1	

Split Mailing

Submit Split

Collection Date for New Mailing:

Mailings can be split using either of the following parameters

- By Bag No
- SSC code
- Item No

Select the method that best suits how your need to split the mailing and set the start and end point for the split.





Customer Guide – How to Manage Collection Dates

Next select a collection date for the new 'Split mailing' Items and click 'Submit Split'.

The Mailing Status screen will now show the new mailing created as Part 2 (P2) together with the original.

Collection Date	Carrier	Poster	Client	Job Ref	Job Name	Items	Item Weight (g)	Bags	Est. Total Weight (kg)	Status	Detail
02/05/2017		test	test	test	testing P2	2,277	27g	44	61	Pending	Detail
01/05/2017		test	test	test	testing	2,273	27g	40	61	Pending	Detail

Continue this process until the whole job has been split accordingly into the collection dates applicable.

Failure to comply with the above procedure may result in a delay to mail processing and/or surcharges being applied.