



Package Tracking System  
User Manual

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# Package Tracking System

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## ***Introduction***

The GigaTrak Package Tracking System (PTS) is an extremely easy-to-use solution for nearly any organization that needs to track the receipt, transfer, and delivery of registered mail and packages. This User's Manual provides an overview of the functions available in the PTS. Training is also available from GigaTrak.

## ***PTS Overview***

The PTS uses the tracking barcode to receive, transfer, and deliver each item with minimal effort. Who has it, where is it, and when was it last handled. You can also create a "Container" such as a pallet or mail bag and assign multiple packages to each container. Then a single scan can transfer or deliver all of the packages contained within. Routing data is then synced to a mobile handheld computer to generate reports on packages.

As a package is being transported from one location to another, the individual can scan the respective barcode to keep an accurate account of movement for the package. The current location information will then be displayed along with the package tracking number.

Once a package has reached its delivery location, the handheld data is "Downloaded" on the host system. Reports on each package route can then be run as needed.

The system can also accept an electronic Delivery Signature, allow recipients to view the routing of their packages by the Package ID using the Web Tracking Viewer, print barcode labels for packages that are unmarked, and record more in-depth package information such as the address, type, notes, etc..

## **Handheld Configuration**

The Handheld Configuration screen is where PTS installs the Handheld setup for the appropriate Handheld device. To Install PTS setup for a Handheld, follow steps below.

1. Connect Handheld to PC Application
2. Select Handheld Device
3. Press Install Handheld Application

Then Sync Handheld Database with PC Application.

The features on the handheld device will be discussed later.

## **Printer Assignment**

The printer assignment process is used to set the printer the system will use for printing reports and barcode labels. Select Printer Assignment from the Admin menu and the screen below will be displayed.

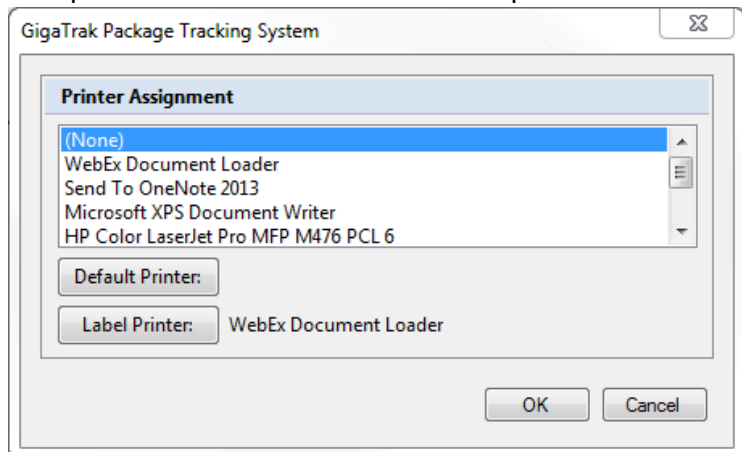
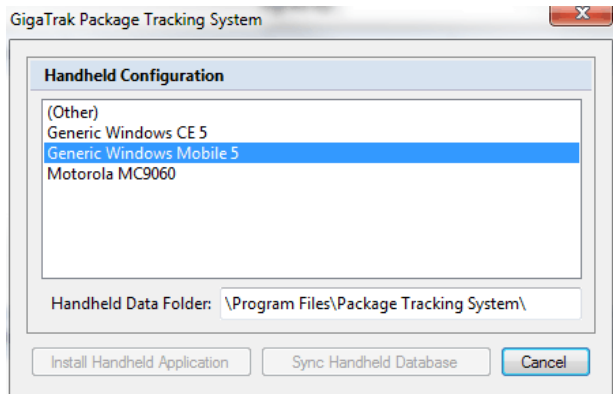
The Available Printers list will display all the printers that are on the Windows printer list.

To select the report printer, select the printer of choice and then select Assign Default Printer button. The Default Printer label will indicate the printer you selected. Any reports printed by the system will be direct to this printer. This does not affect the windows default printer selection.

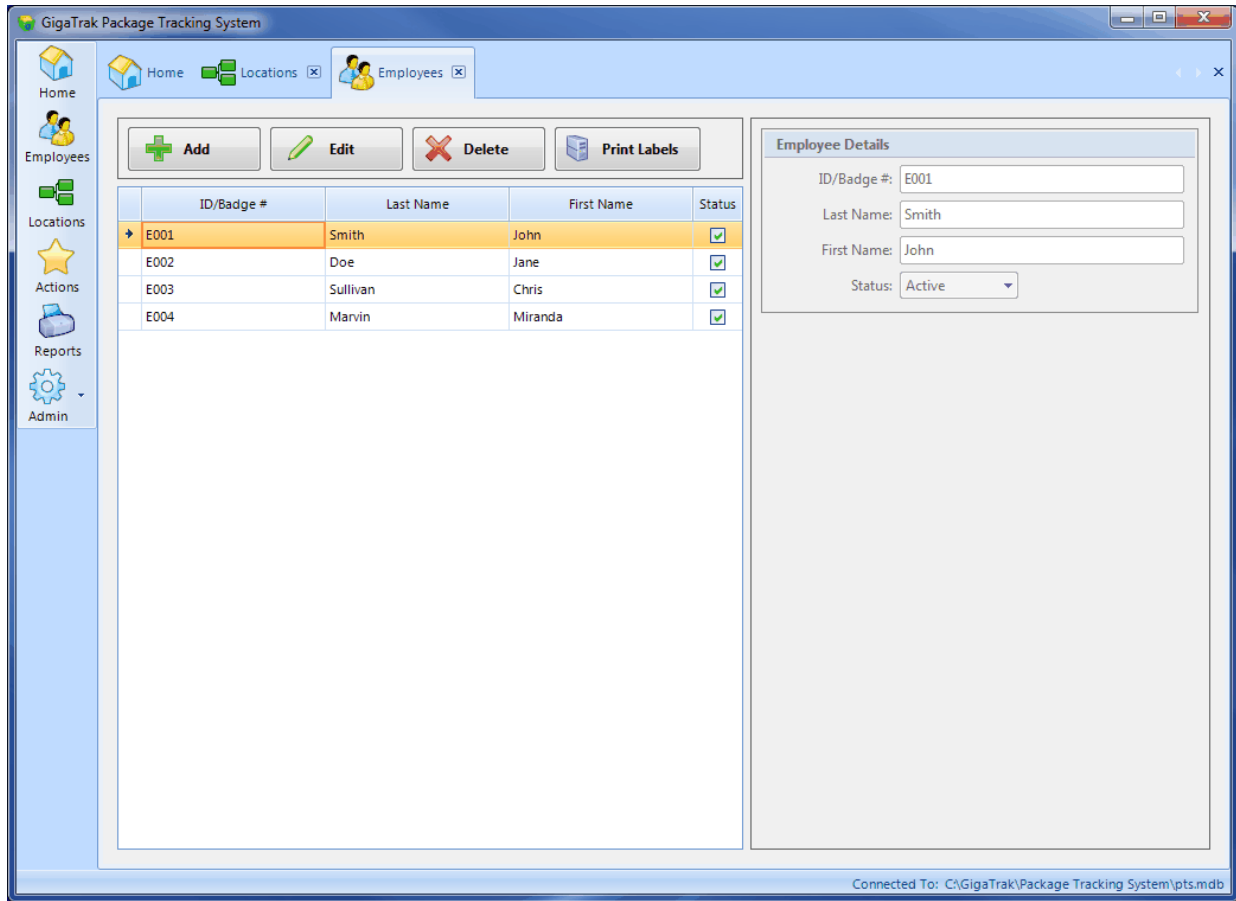
To select the label printer, select the printer of choice and then select the Assign Label Printer button. The Label Printer label will indicate the printer you selected. Any labels printed by the system will be directed to this printer.

## **Settings**

The system allows you to choose if you would like to collect signatures and collect record notes for packages or containers. Select Settings from the Admin menu to see these options. Select or deselect Collect Signatures and Collect Rec. Notes depending on your preference.



## Employees Screen

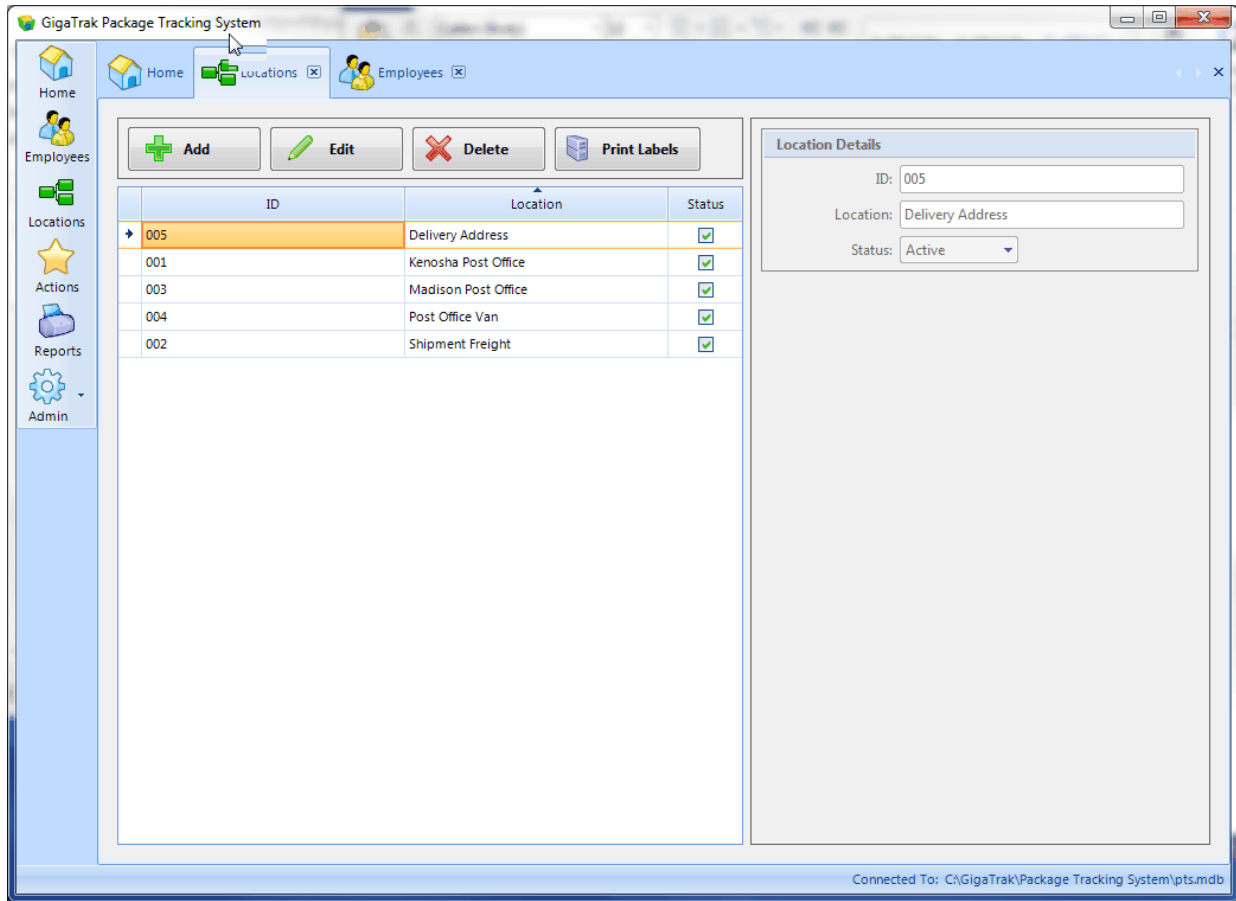


The Employees function allows to ADD, EDIT or DELETE employee records. As a minimum you will need to enter in the user's ID/Badge #, First Name, Last Name and Status. The employee's badge or ID number acts as their barcode that needs to be entered when tracking a package.

To delete an employee, select the employee and then select the delete button. If an employee is involved in a history record, the system will not allow the employee to be deleted. Set the Status to Inactive to prevent further use.

A barcode label can be printed for each employee based on the format setup in the Label Designer discussed later.

## Locations Screen



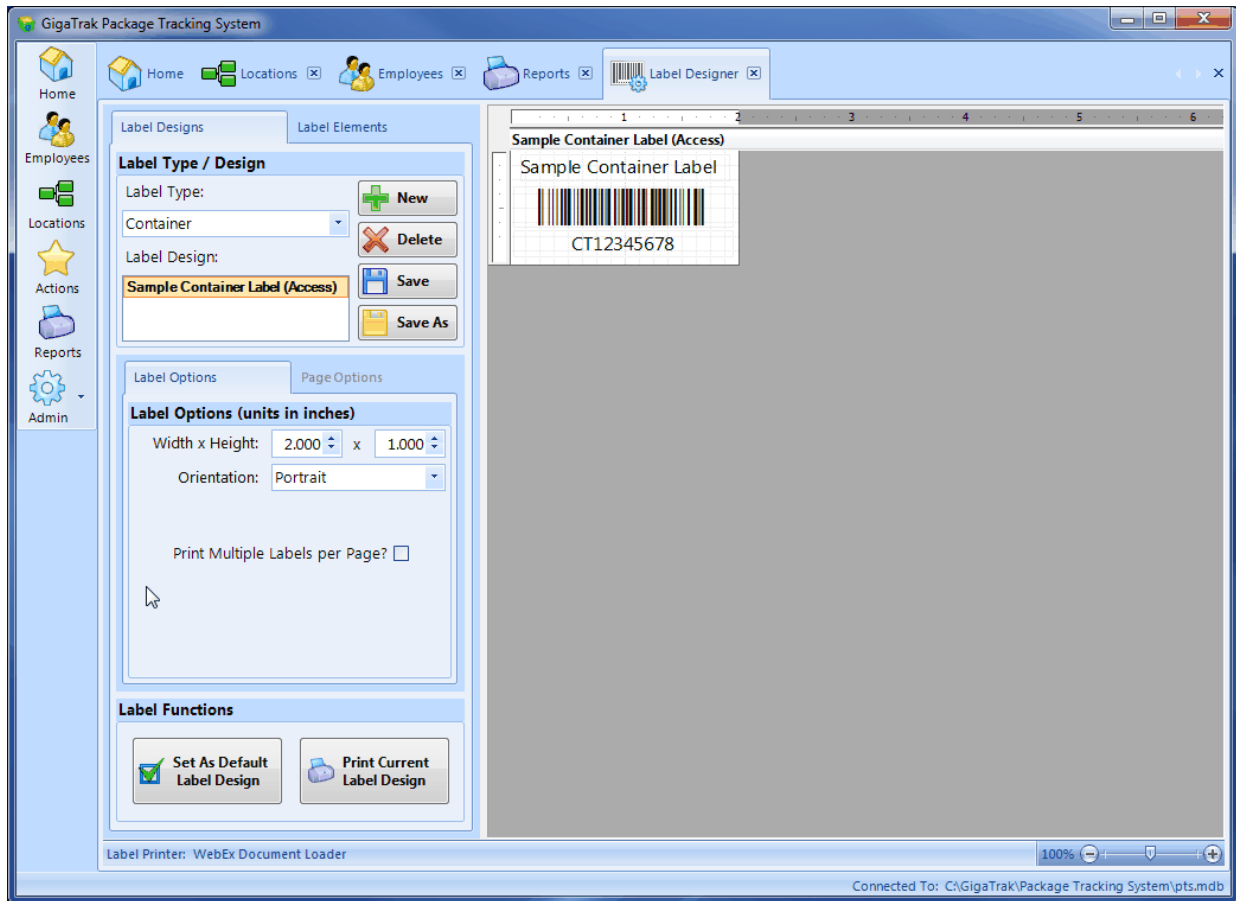
The user must create locations that the packages will be located at when scanned. The locations can be either where they are stored or where they are delivered. You can ADD or EDIT a location. A location must have an ID, a Location name and a Status.

There is a Delete option available, but it is not possible to delete a Location if there are any existing historical records.

As stated before, a barcode label can also be printed for each location based on the format setup in the Label Designer discussed later.

### **Label Designer**

The Label Designer allows you to format a label for Employees, Containers, Locations and Packages. (In the Pro Edition you can also print barcode labels for unmarked packages). Any number of designs can be created, but only one can be the "Set as Default Label Design" for each type.

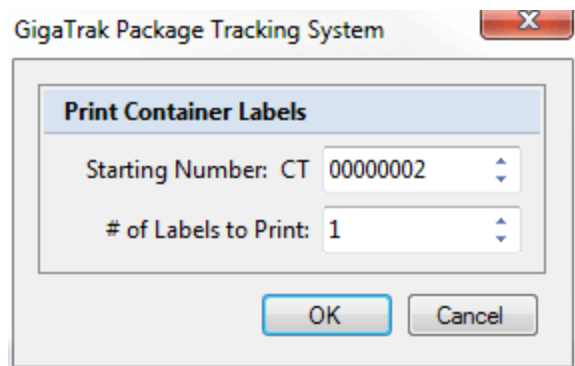


- Label Designs Tab
  - Create a New design or edit an existing by selecting the Label Design desired.
  - Set the Label Size (Note: should a label element go past the right edge of the label layout, it will auto-resize. You may need to manually reset the size to that preferred before saving.)
  - Select Portrait for the typical Label Orientation. Landscape is used with specific label and printer configurations.
  
- Label Elements Tab
  - Allows you to add Text, Barcodes, and Shapes/Images to a label design.
  - Text Element
    - Select a font, size and style
    - Select Center Text if desired (will center varying length data)
    - Select the Data Source for the Text. It may be a data field or just a Text Label.
  - Barcode Element
    - Select a 1D or 2D barcode Type.
    - Set the Font Size to be used. (Note: 1D barcodes typically require a 16 point or higher font size. 2D barcodes can perform well at 6/8 point and larger.)
    - Select Center Barcode if desired (will center varying length barcode)

- Select the Data Source for the Barcode. It may be a data field or just a fixed text if desired.
- Shape/Image Element
  - Select the type of shape desired (Square/Rectangle, Horizontal Line, Vertical Line, or an Image.)
  - Set the Border/Line width desired.
  - When adding an Image you will be asked to browse to the image file (PNG, JPG, BMP, PNG) first. NOTE. Even though you can scale an image, you might want to make it smaller before importing. A label printer is typically 203 dpi B/W. Not all images may print well.)
- Save new designs on the Label Designs tab. You can also start with an existing label design and Save As to a new filename. You can also Scale the image in the lower right.

**Print Container Labels/Print Package Labels**

The Print Container and Package Labels function will allow you to quickly and conveniently let you print the labels for the items you need. You can select the Starting Number for a label or it will automatically follow the sequence from previous labels printed so that each barcode is unique. Then select the Number of Labels to Print.



**Actions Screen**

The Actions Screen mimics the features on the handheld to check in packages on the PC application.

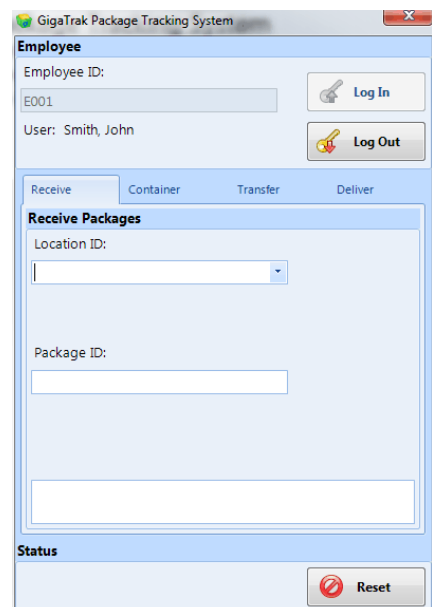
Activities available for Actions are:

- Receive
- Container
- Transfer
- Deliver

The user must first enter the Employee ID number who will be recording the information for the package.

The first tab is Receive. In recording a received package, first the Location ID must be selected from the drop down menu. Select the Location ID that the package is being received to.

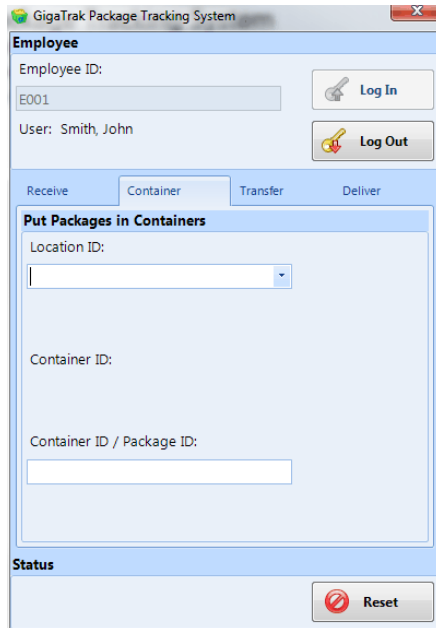
Scan or enter the Package ID of the package that is being received.



Enter in any notes that need to be taken for the package.

Click Enter. If package was successfully received, the Status section will show “Package received successfully” at bottom.

To cancel the process at any time without information being saved, press the Reset button in the bottom right corner.



The screenshot shows the 'GigaTrak Package Tracking System' window. At the top, there's an 'Employee' section with 'Employee ID: E001' and 'User: Smith, John'. There are 'Log In' and 'Log Out' buttons. Below this are four tabs: 'Receive', 'Container', 'Transfer', and 'Deliver'. The 'Container' tab is active, showing a section titled 'Put Packages in Containers'. It has a 'Location ID:' dropdown menu, a 'Container ID:' text input field, and a 'Container ID / Package ID:' text input field. At the bottom, there's a 'Status' section and a 'Reset' button.

The second tab is Container. The Container tab is used to scan multiple packages and put them into containers. First, select the Location ID from the drop down menu. Select the Location ID that the movement of packages to containers is taking place.

Scan or enter the Container ID of the container that the packages will be placed in.

Scan or enter in the Container ID's or Package ID's to be put into the Container ID that was previously selected.

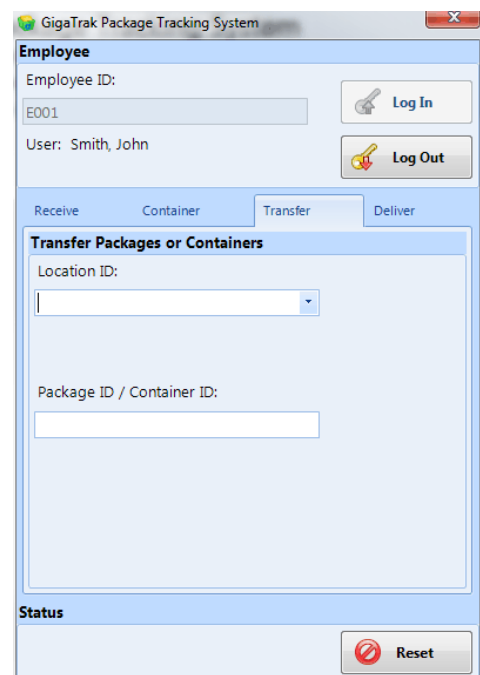
Click Enter when finished scanning packages or containers. If package was successfully put in a container, the Status section will show “Packages in containers successfully” at bottom.

The third tab is Transfer. In recording a transferred package or container, first select the Location ID from the drop down menu. Select the Location ID that the item is being received to.

Scan or enter the Package ID/Container ID of the item that is being received.

Click Enter. If the item was successfully transferred, the Status section will show “Package transferred successfully” at bottom.

To cancel the process at any time without information being saved, press the Reset button in the bottom right corner.



The screenshot shows the 'GigaTrak Package Tracking System' window. At the top, there's an 'Employee' section with 'Employee ID: E001' and 'User: Smith, John'. There are 'Log In' and 'Log Out' buttons. Below this are four tabs: 'Receive', 'Container', 'Transfer', and 'Deliver'. The 'Transfer' tab is active, showing a section titled 'Transfer Packages or Containers'. It has a 'Location ID:' dropdown menu and a 'Package ID / Container ID:' text input field. At the bottom, there's a 'Status' section and a 'Reset' button.

The screenshot shows the 'GigaTrak Package Tracking System' window. At the top, there is an 'Employee' section with an 'Employee ID' field containing 'E001' and a 'Log In' button. Below it, the user is identified as 'User: Smith, John' with a 'Log Out' button. A navigation bar contains four tabs: 'Receive', 'Container', 'Transfer', and 'Deliver', with 'Deliver' being the active tab. The main area is titled 'Deliver Packages or Containers' and features a 'Location ID' dropdown menu and a 'Package ID / Container ID' text input field. At the bottom, there is a 'Status' section and a 'Reset' button with a red 'X' icon.

The fourth tab is Deliver. In recording a delivered package or container, first select the Location ID from the drop down menu. Select the Location ID that the item was delivered to.

Scan or enter the Package ID/Container ID of the item that is being delivered.

Click Enter. If the item was successfully delivered, the Status section will show "Package delivered successfully" at bottom.

To cancel the process at any time without information being saved, press the Reset button in the bottom right corner.

## Reports Screen

The Reports screen allows the user to filter package records based on:

- Employee
- Location
- Container ID
- Package ID
- Status (Received, Transferred, Containered, Delivered)
- Date Range
- Sync Date Range
- Notes
- Signature

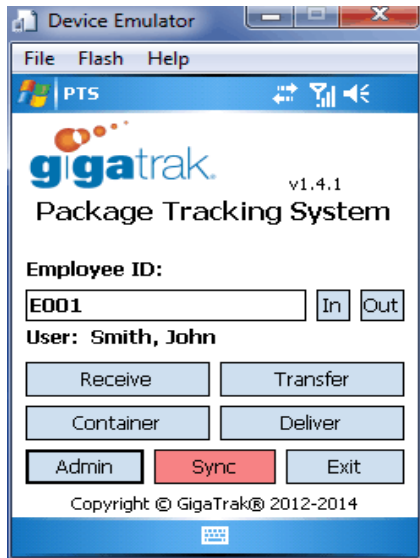
The screenshot shows the 'GigaTrak Package Tracking System' Reports screen. The interface includes a navigation sidebar with Home, Employees, Locations, Actions, Reports, and Admin. The main area features a search form with filters for Employee, Location, Container ID, Package ID, Status, Date Range, Sync Date Range, Notes, and Signed By. Action buttons for Find, Print, Reset, and Print Hist. are present. Below the form are two empty data tables with headers: Employee, Location, Container ID, Package ID, Status, Date/Time, and Sync Date/Time. The status bar at the bottom indicates the connection path: C:\GigaTrak\Package Tracking System\pts.mdb.

Throughout the system, each Column can be moved, sorted, or hidden. When the report is viewed (Printed), the data will be presented in the same manner as it is sorted and organized. The report can then be sent to a printer or saved to a PDF, Excel, or any number of image formats.

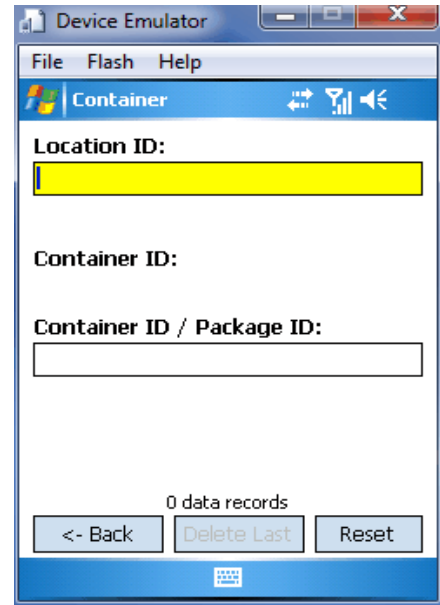
## Handheld Device

When using the handheld, the features available are similar to the Actions Screen on the PC application. The user can receive, transfer, and deliver a single package or they can put packages into a container.

The employee must enter in the Location ID and the Package ID/Container ID to successfully save tracking data.



The Sync option will also be used in conjunction with the PC Handheld Configuration sync to have the history records on the handheld be communicated to the PC for accurate data.



## General Admin Information

There are several other Admin functions including Database Connection, Handheld Configuration, and Printer Assignment that the user must setup for proper operation. Make sure to configure each correctly before using the PTS software.

## Conclusion

This preliminary User's Manual is provided for general use only. Contact GigaTrak support at 262-657-5500 for any technical related problems.

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