



**PACKAGE TRACKING
QUICK START GUIDE**

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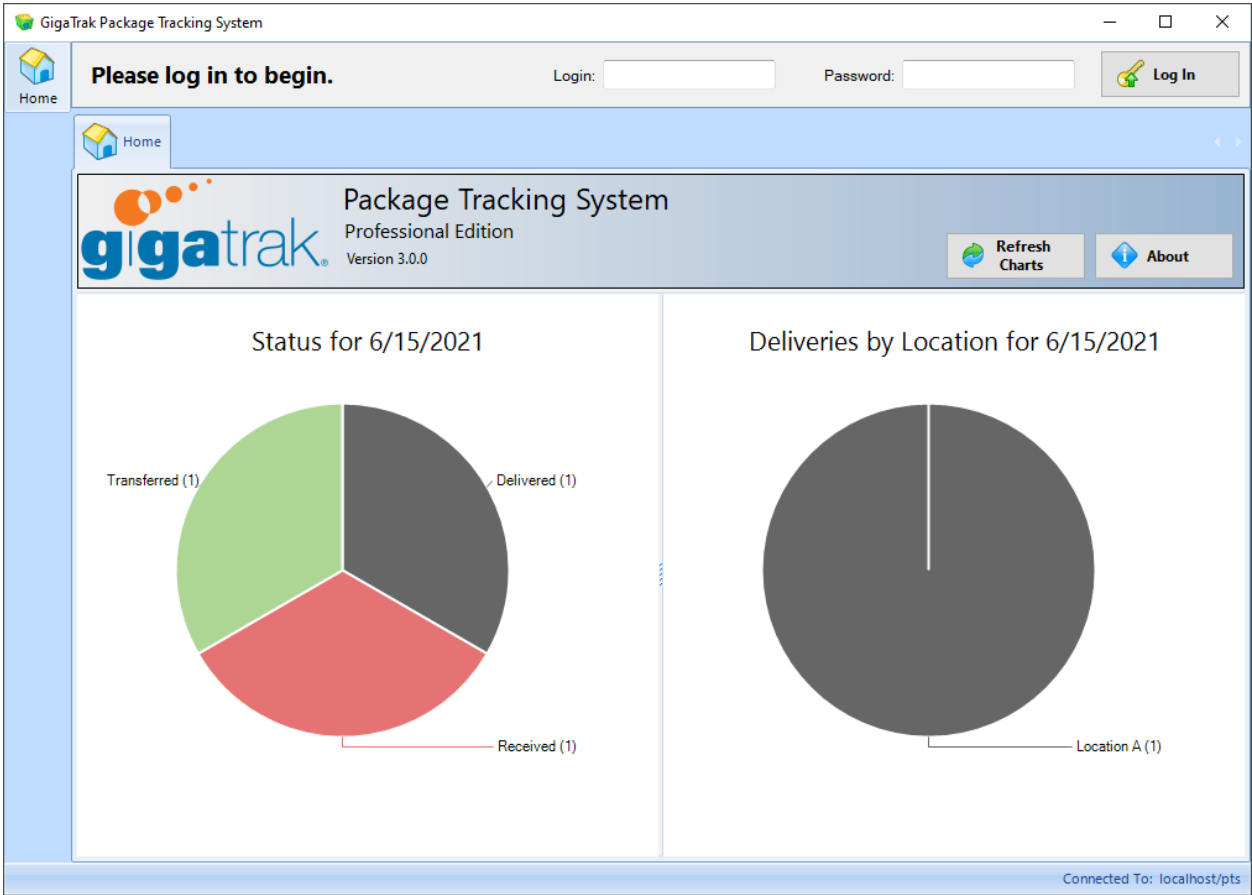
LOGIN

Each time the application is launched, you must log in. The initial default login is as follows:

Login: admin

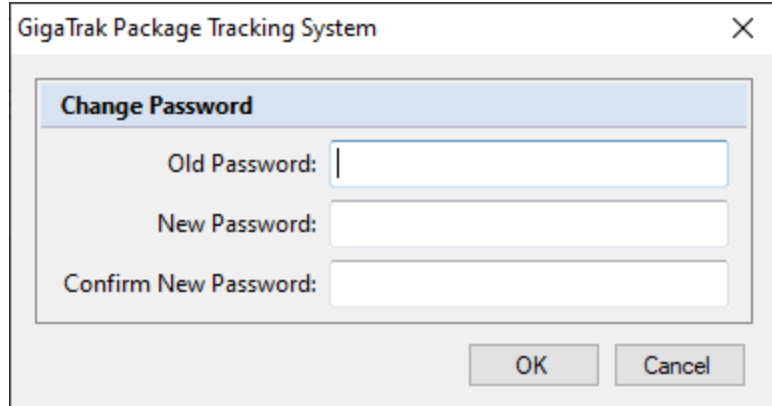
Password: adminuser

Press Enter or click the Log In button to log in. Once logged in as the admin user, all of the functions of the application become available.



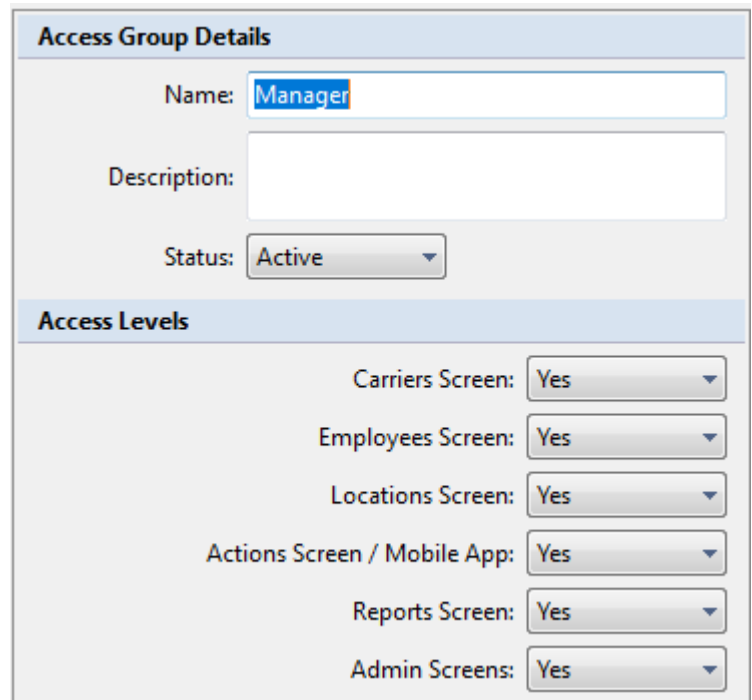
Please note, the initial default admin login's password can be changed by going to the Settings menu, and choosing Change Password. It can also be changed from the Employees screen.

It is recommended to keep the admin login as a back door, in case other admin-level users are unable to log in for any reason.



ACCESS GROUPS

Access groups are only needed for users that will need to login and do transactions. If an employee is not going to login, they do not need to be assigned an access group as it is not a required field. Under the 'Admin' drop-down menu, click on "Access Groups". An unlimited amount of access groups can be created with any mix of access levels. Press 'Add' to create a new access group. On the right-hand side of the screen, name the access group, describe (optional), and set access levels for each of the categories. Press Save. Access groups can be edited or inactivated.



EMPLOYEES & USERS

Click on the Employees icon. Here, we can add, edit or delete employee records. Press “Add” to add in a new employee and fill in the required fields under the Employee Details. You will need to enter in the user’s ID/Badge #, First Name, Last Name, and Status. The employee’s badge/ID number acts as their barcode that can be entered when tracking a package. An Employee can be assigned a Login and Password, and assigned to an Access Group, to be given access to login to the System.

The tile of “Employee” can be renamed in the Setup Options. Example ‘People’ if you are receiving packages for employees, vendors, students, etc.

The screenshot shows the GigaTrak Package Tracking System interface. The title bar reads "GigaTrak Package Tracking System". The main header area says "Welcome Admin User!" with a "Log Out" button. The sidebar on the left contains icons for Home, Carriers, Employees, Locations, Actions, Reports, Admin, and Settings. The "Employees" icon is selected, and the breadcrumb shows "Home > Employees".

Below the sidebar, there are buttons for "Add", "Edit", "Delete", and "More ...". Below these buttons is a table of employees:

ID/Badge...	Last Name	First Name	Phone	E-mail	Location	Access Gr...	Status
ADMIN	User	Admin				Admin	<input checked="" type="checkbox"/>
E001	Smith	John					<input checked="" type="checkbox"/>
E002	Doe	jane					<input checked="" type="checkbox"/>
E003	Sullivan	Chris					<input checked="" type="checkbox"/>
E004	Marvin	Miranda					<input checked="" type="checkbox"/>

To the right of the table is the "Employee Details" form, which is currently populated with the data for E004:

- ID/Badge #: E004
- Last Name: Marvin
- First Name: Miranda
- Phone: (empty)
- E-mail: (empty)
- Login: (empty)
- Password: (empty)
- Location: (empty dropdown)
- Access Group: (empty dropdown)
- Status: Active (dropdown)

At the bottom right of the window, it says "Connected To: localhost/pts".

LOCATIONS

Next, click on the Locations icon. Here, you will enter all Locations that packages could be received, transferred or delivered. You can add, edit or delete locations. Select “Add” to add in a new location and fill out the Location details on the right-hand-side. The Location ID will be the barcode of the Location and will need to be scanned when doing transactions. Barcodes can be anything you would like as long as it’s a unique set of characters. Locations are unlimited and you can choose to get as specific or as general as you would like. There is no location hierarchy. Locations cannot be deleted if they are involved in any history records but can be inactivated.

Example of a general Location : Building 1

Example of a specific location: Bldg 1, Room 5

The screenshot shows the GigaTrak Package Tracking System interface. The title bar reads "GigaTrak Package Tracking System". The main header area says "Welcome Admin User!" and has a "Log Out" button. The sidebar on the left contains icons for Home, Carriers, Employees, Locations, Actions, Reports, Admin, and Settings. The main content area has a "Locations" tab selected. Above the table are buttons for "Add", "Edit", "Delete", and "More ...". The table lists the following locations:

ID	Location	Status
L001	Receiving Dock	<input checked="" type="checkbox"/>
L002	Sorting Room	<input checked="" type="checkbox"/>
L003	Office A	<input checked="" type="checkbox"/>
L004	Office B	<input checked="" type="checkbox"/>
L005	Office C	<input checked="" type="checkbox"/>

The right-hand panel, titled "Location Details", shows the details for the selected location (L005):

- ID: L005
- Location: Office C
- Status: Active

At the bottom right of the interface, it says "Connected To: localhost/pts".

CARRIERS

The Carriers screen allows you to maintain a list of Carriers that can be selected when receiving packages. Carriers are optional and can be turned off in the Setup Options. Press 'Add' to add in a new carrier. Enter the Carrier ID (barcode) and name. Carriers cannot be deleted if involved in any history records but can be inactivated. Carriers are unlimited.

The screenshot displays the 'GigaTrak Package Tracking System' interface. At the top, it says 'Welcome Admin User!' with a 'Log Out' button. The main navigation bar includes 'Home', 'Employees', 'Locations', and 'Carriers'. The 'Carriers' section is active, showing a table with the following data:

ID	Carrier	Status
UPS	United Parcel Service	<input checked="" type="checkbox"/>
USPS	United States Postal Service	<input checked="" type="checkbox"/>
FEDEX	Federal Express	<input checked="" type="checkbox"/>

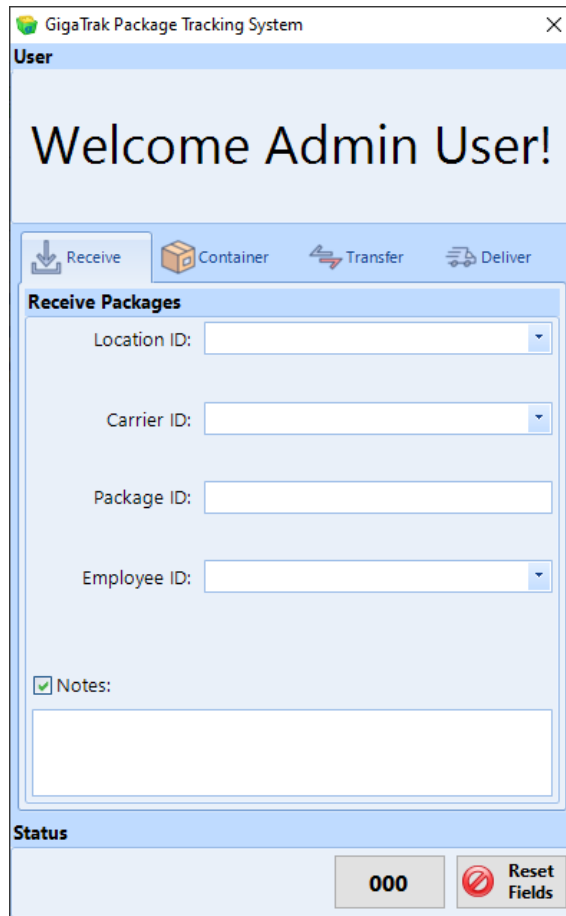
Below the table, the 'Carrier Details' panel is visible, showing the following information:

- ID: FEDEX
- Carrier: Federal Express
- Status: Active

The bottom status bar indicates 'Connected To: localhost/pts'.

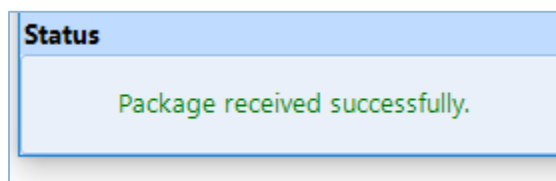
ACTIONS

The actions screen will allow you to receive, transfer or deliver packages to locations. Pick the tab of the function you would like to perform. You can either scan Location barcodes in or choose from the drop-down menu. You can also manually enter the Package ID or scan in using a corded USB scanner. Scan or enter an Employee ID of the person that the package is for. Or, select or type an employee's name (last name, first). Enter any notes if applicable. The fields of Carrier, Employee, and Notes can be turned off in the Setup Options.



The screenshot shows the 'GigaTrak Package Tracking System' interface. At the top, it says 'User' and 'Welcome Admin User!'. Below this is a navigation bar with four tabs: 'Receive' (selected), 'Container', 'Transfer', and 'Deliver'. The 'Receive Packages' section contains the following fields: 'Location ID' (a dropdown menu), 'Carrier ID' (a dropdown menu), 'Package ID' (a text input field), and 'Employee ID' (a dropdown menu). There is a checked checkbox for 'Notes' and a corresponding text area below it. At the bottom of the form, there is a 'Status' section with a '000' button and a 'Reset Fields' button with a red prohibition icon.

Make sure to press “Enter” when finished. You will receive a notification of a successful action:



Receiving: You get the package from a Carrier internally. This is entering the package into the system

Transferring: Package is being moved but not to its end user location

Deliver: Package is at its end user location and will no longer be moved

DEVICE ACTIONS

The Android and iOS mobile app can also be used to do transactions. The same 4 transactions are available on the app (Receive, Container, Transfer, Deliver). To see more about the Container function, please see our full user manual.

Start, by logging in to the PTS application with your username and password from your employee profile.



RECEIVE

Enter or scan the Location barcode, choose Carrier from a menu, scan or enter Package ID/Barcode, scan or enter Employee ID and any Notes. If the transaction goes through, you will get a Successful notification across the top. For faster actions, the Carrier, Employee and Notes field can be turned off on the PC version under Setup Options.

TRANSFER

To Transfer a package, scan or enter your location barcode and then scan the package barcodes you are transferring. You will receive a "Transfer Successful" notification if the action went through.

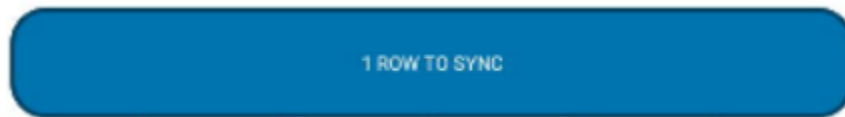
DELIVER

To Delivery a package, scan or enter the Location barcode and then scan or enter the package barcodes. After entering a package barcode, you can also collect a signature on the screen.

To attach an image to a delivery, you must first enter the Location barcode and then press “Attach Image” before entering a package barcode. An image can only be attached to one package barcode. Images and signatures can then be viewed on the Reports tab of the PC version.

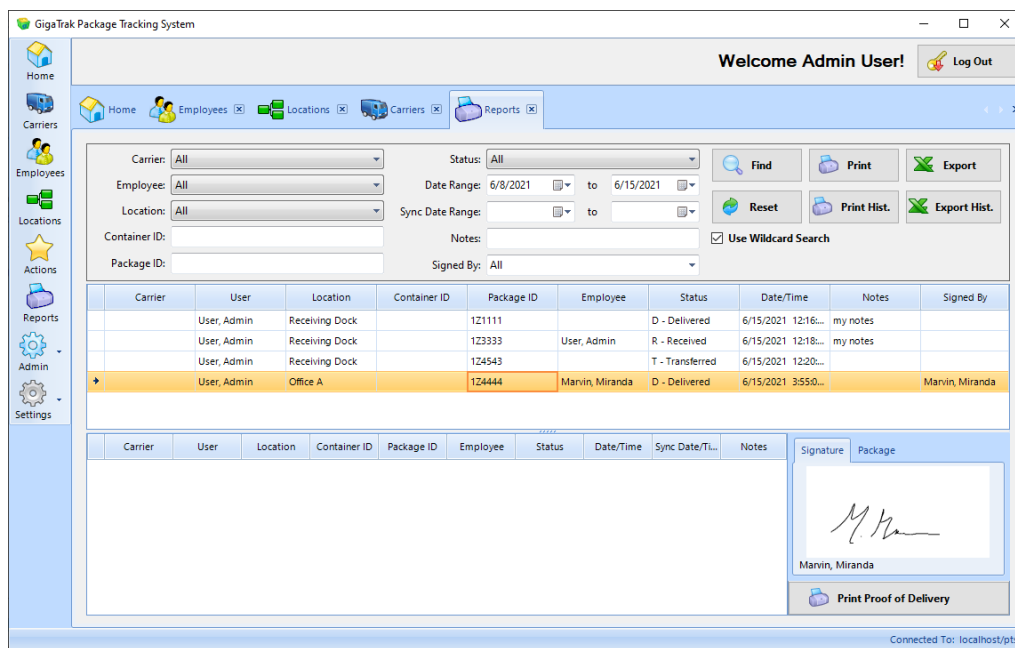
SYNC

All transactions performed on the mobile app must then be synced. On the Main Menu page, the bottom button will display how many rows (transactions) are pending. Press this button to sync with the PC. **YOU MUST SYNC ALL TRANSACTIONS!!**




REPORTS

Finally, reports can be run from the PC application based on any amount of filters (locations, employees, package ID, dates). The top half of the screen will list all individual packages that meet the filtered criteria. Highlighting any line item will then list that specific packages history records on the second half of the screen.

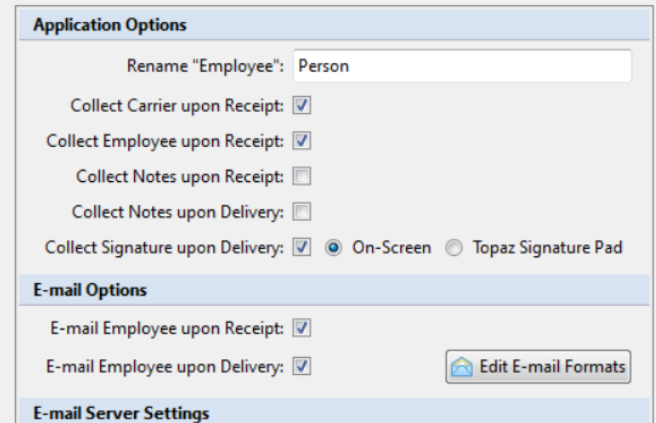


Carrier	User	Location	Container ID	Package ID	Employee	Status	Date/Time	Notes	Signed By
	User, Admin	Receiving Dock		121111		D - Delivered	6/15/2021 12:16:...	my notes	
	User, Admin	Receiving Dock		123333	User, Admin	R - Received	6/15/2021 12:18:...	my notes	
	User, Admin	Receiving Dock		124543		T - Transferred	6/15/2021 12:20:...		
	User, Admin	Office A		124444	Marvin, Miranda	D - Delivered	6/15/2021 3:55:0...		Marvin, Miranda

Carrier	User	Location	Container ID	Package ID	Employee	Status	Date/Time	Sync Date/Ti...	Notes	Signature	Package
											

SETTINGS

Under the settings icon, Application Settings, you can choose to turn certain functions on or off.



The screenshot shows a window titled "GigaTrak Package Tracking System" with a close button (X) in the top right corner. The window contains the following settings:

- Application Options**
 - Rename "Employee":
 - Collect Carrier upon Receipt:
 - Collect Employee upon Receipt:
 - Collect Notes upon Receipt:
 - Collect Notes upon Delivery:
 - Collect Signature upon Delivery: On-Screen Topaz Signature Pad
- E-mail Options**
 - E-mail Employee upon Receipt:
 - E-mail Employee upon Delivery:
- E-mail Server Settings**

SUPPORT

This quick-start guide is meant only for quick system setup and usage. Please refer to the User Manual for a more detailed explanation of the system. If you have specific questions, please contact support@gigatrak.com