

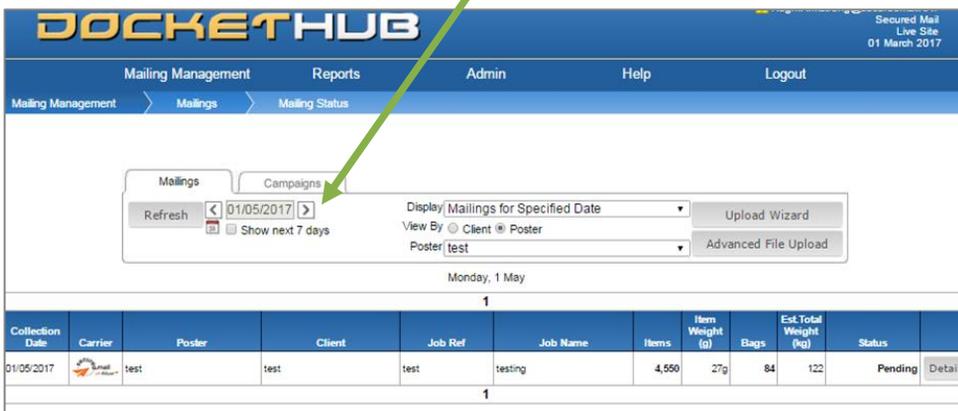
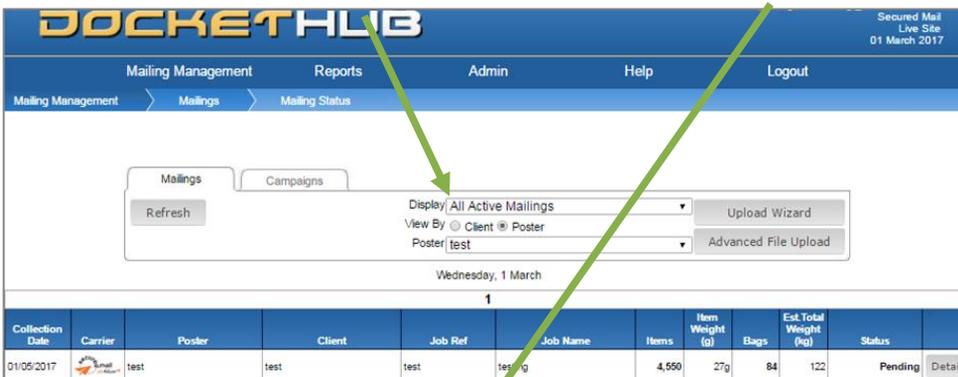
On your browser go to: www.dockethub.com and enter your username and password:



Select the mailing status button as shown below



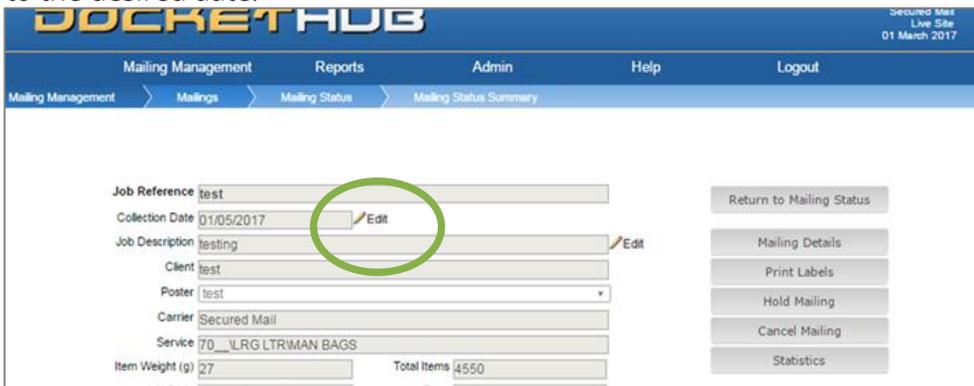
On the display select 'All active mailings' or use the 'date functions' to find the mailing required.



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	Secured Mail	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

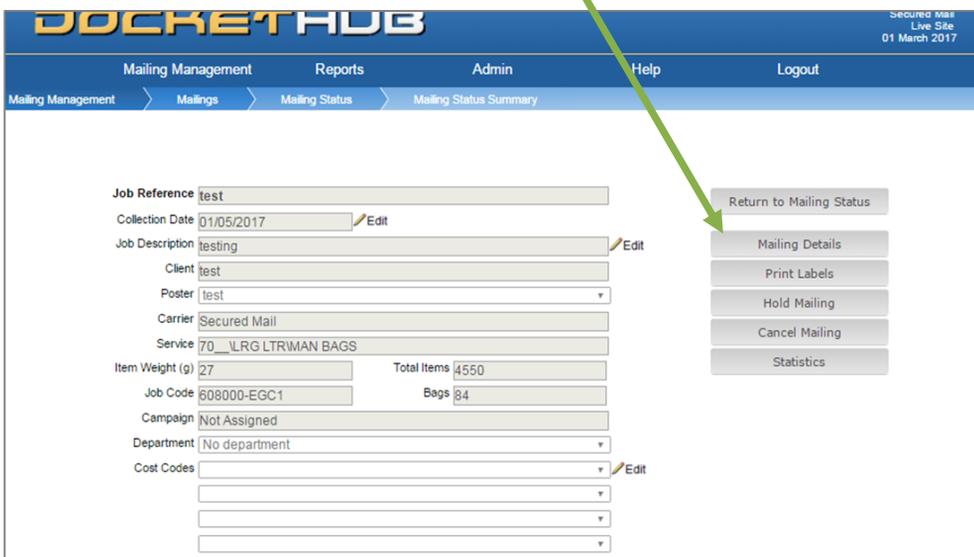
Service: 70__LRG LTRMAN BAGS

Item Weight (g): 27 Total Items: 4550

Buttons: 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**

Buttons: Return to Mailing Status, **Mailing Details**, Print Labels, Hold Mailing, Cancel Mailing, Statistics

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

1

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
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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

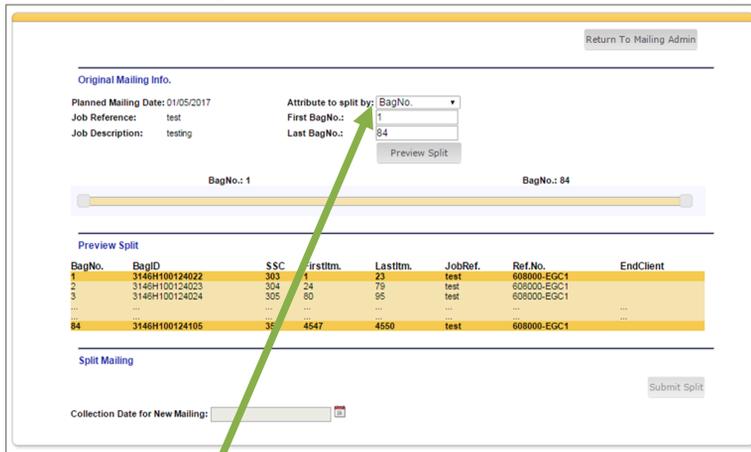
Return to Mailing Detail

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

Preview Split

BagNo.	BagID	SSC	Firsttm.	Lasttm.	JobRef.	Ref No.	EndClient
1	3146H100124022	303	4	23	test	608000-EGC1	...
2	3146H100124023	304	24	79	test	608000-EGC1	...
3	3146H100124024	305	80	95	test	608000-EGC1	...
...
84	3146H100124105	35	4547	4550	test	608000-EGC1	...

Split Mailing

Submit Split

Collection Date for New Mailing:

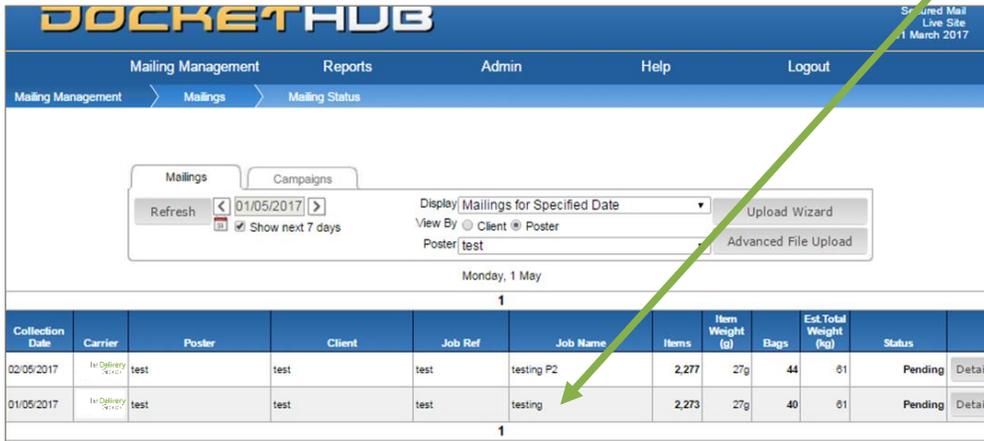
Mailings can be split using either of the following parameters

- 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.

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.



DOCKETHUB Secure Mail
Live Site
11 March 2017

Mailing Management Reports Admin Help Logout

Mailing Management > Mailings > Mailing Status

Mailings Campaigns

Refresh 01/05/2017 Show next 7 days

Display: Mailings for Specified Date Upload Wizard

View By: Client Poster Advanced File Upload

Poster: test

Monday, 1 May

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