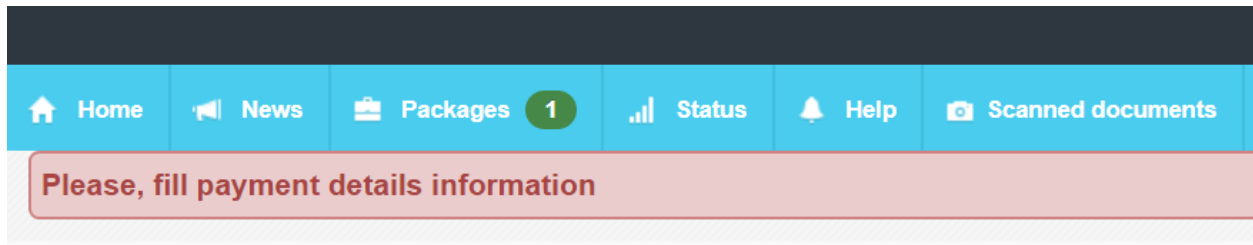


# Control Panel Manual

## Preview



- **Home** – Will take you to your Control Panel Home page.
  - **News** – Follow our latest news and updates.
  - **Packages** – View your incoming orders and submit your inspection reports.
  - **Status** – Past and current order status.
  - **Help** – Any additional information to guide you through your Control Panel
  - **Scanned documents** – For uploading any requested documents.
- 



- **Balance** – Your current earnings.
  - **Penalty** – Amount deducted from your earnings for late orders.
  - **Payment date** – Your Payroll date.
  - **Bonus** – Any extra earnings and bonuses.
  - **My Profile** – Change/edit your contact information
  - **Mail** – Our communication portal, and where most of the communication will be conducted.
  - **Settings** – Update your notification preferences and Payroll delivery method.
  - **Logout** – Logout from your Control Panel
-

## Packages / Orders

Unknown Package Information 5			
#	Addressed to	Product Description	Tracking Information
56080	John Smith	Product Description <i>Weight: 0 lbs</i> <i>Delivery date : 10/09/19</i>	1234567890 <i>In transit</i>
1	2	3	4


- 1 – Package/Order number.
  - 2 – Who the package is addressed to.
  - 3 – Product/Package description.
  - 4 – Tracking information.
  - 5 – Use this tab to add any unknown or unlisted orders that were delivered.
- 

Contents	Outgoing Shipping Label	Special Instructions	Status	PIF
<div>packing list</div> <div>photo</div> <div>receipt</div>	n/a		<div>Not Received</div> <div>Received</div> <div>Sent</div>	<div>PIF</div>
6	7	8	9	10

- 6 – A document upload tab might appear in this column if a picture of the product, package, packing slip or receipt is required.
  - 7 – A shipping label will be provided for your processed order.
  - 8 – Any additional instructions
  - 9 – Order status.
  - 10 – PIF = Package Inspection Form. Where you will input your inspection data.
-


### Processing a Package

Special Instructions	Status	PIF
	<div>Not Received</div> <div>Received</div> <div>Sent</div>	<div>PIF</div>




1. **Received** – Mark your order as received when your package is delivered to you. (note: *Request Shipping Label* will appear once your order is marked as *received*).

Outgoing Shipping Label	Special Instructions	Status	PIF
<div>Request Shipping Label</div>		<div>Not Received</div> <div>Received</div> <div>Sent</div>	<div>PIF</div>



2. **PIF** – Use the PIF (Package Inspection Form) tab to input your order inspection data. Make sure to fill out all the fields.
3. **Request Shipping Label** – Once your inspection is complete - click on *Request Shipping Label* in order to submit your request for a shipping label.

Outgoing Shipping Label	Special Instructions	Status
<div>Shipping Label (Fedex)</div> <div>Download</div>		<div>Not Received</div> <div>Received</div> <div>Sent</div>

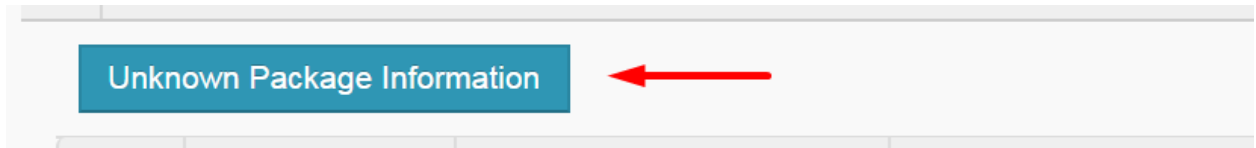


4. **Download** – Once your inspection data has been reviewed by an account specialist – a Shipping Label will be automatically generated (usually within the same day). Please download your shipping label, print it and attach it to the original box that your order was delivered in. In case you have to purchase any additional shipping material or boxes – make sure to submit your receipts using

the *Scanned Documents* tab in order to receive reimbursement with your upcoming Payroll.

5. **Sent** – After you inspect your order, package the product and attach a Shipping Label – drop off your packages at the nearest drop off location, or simply arrange a pickup by calling the carrier. Click on *Sent* after this process is complete.

**Done!**



- **Unknown Package** – Use this tab for any packages that were delivered to you without any prior notification.

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Feel free to message us using the *Mail* tab if you have any additional questions.