

Please find below 20 simple steps which will help you to manage with dashboard. Make sure to review the information properly and apply for each and every package. Contact your manager/ supervisors in case if you need any assistance.

!!!IMPORTANT GOLDEN RULES!!!

Rule 1- Log in to dashboard at least 3 times every day, Mon- Fri

Rule 2- Report the packs as soon as they arrive (latest within 3 hours from the delivery time)

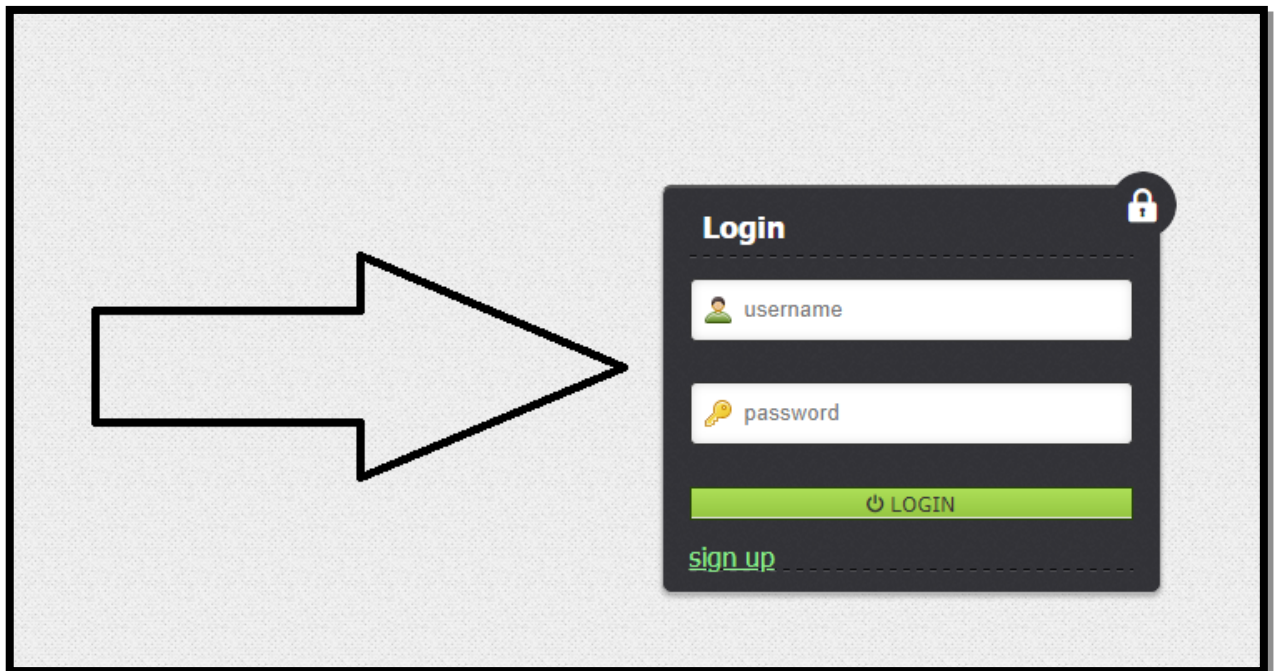
Rule 3- Sent out packs on the very same day when outgoing shipping label provided

Follow the rules mentioned above as we have very strict deadlines and no performance delay is accepted. This will be main duties of Quality Inspector, TO PROVIDE TIMELY AND QUALITY WORK PERFORMANCE by reporting and sending packages ONTIME.

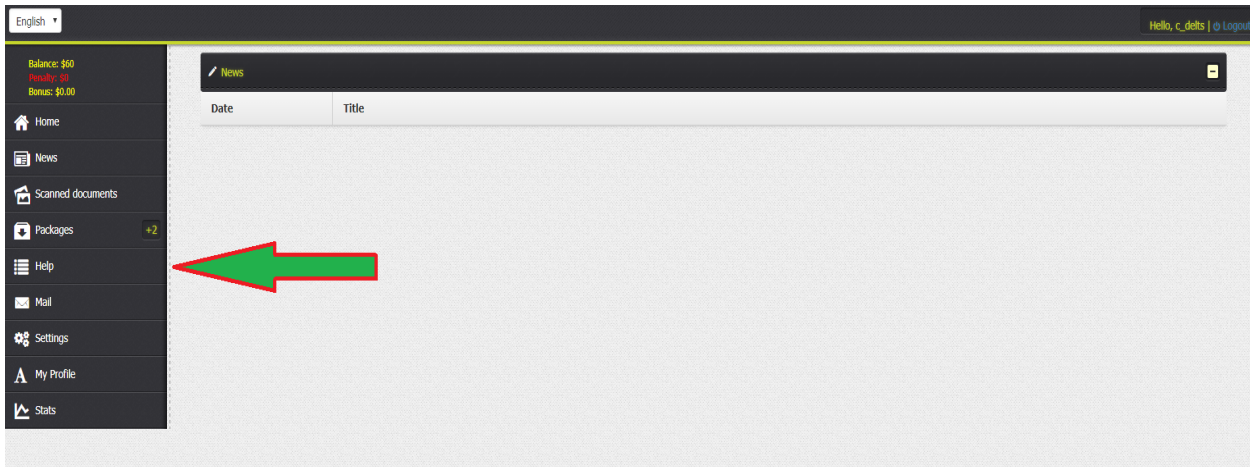
Instructions.

EXPECT INCOMING PACKAGE

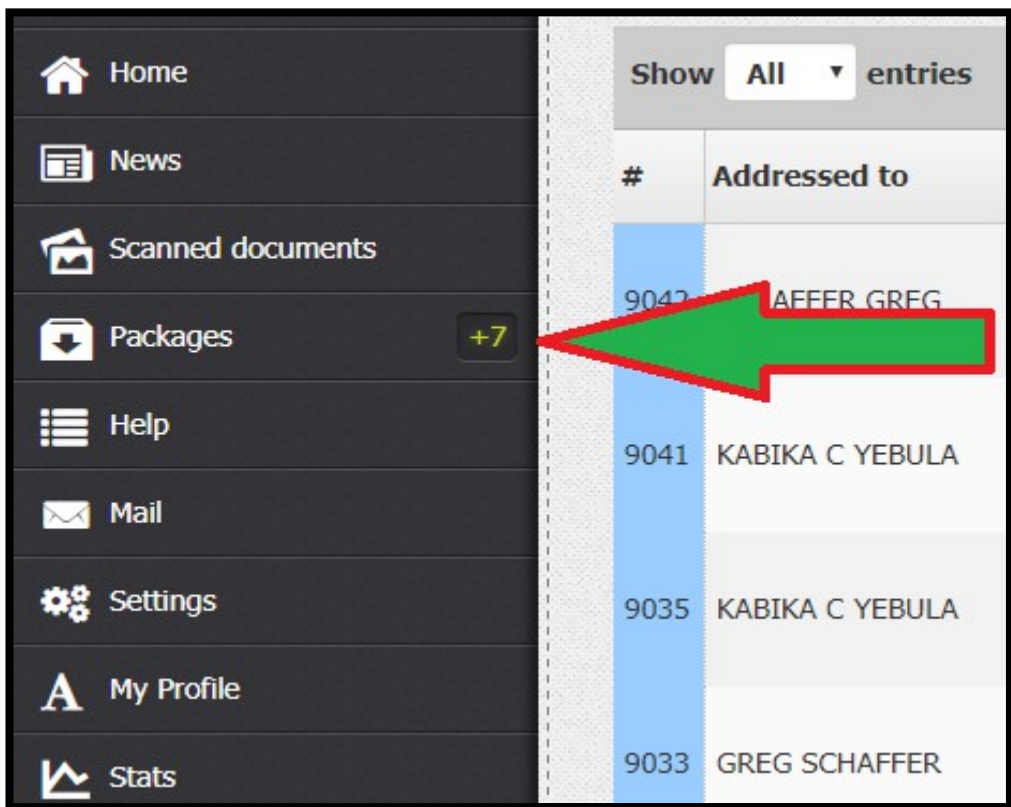
1) Log in to Your dashboard.



2) You will be on your dashboard MAIN Page. You may refer to HELP section in order to review “General Dashboard Instructions”, “Label Placement Guideline” and “Unboxing Policy”



3) Click on “Packages” located on the left hand side, under menu options.



4) You will be able to see all packages on your dashboard.

English | Hello, c_dells | Logout

Balance: \$60
Penalty: \$0
Bonus: \$0.00

Home
News
Scanned documents
Packages +2
Help
Mail
Settings
My Profile
Stats

Report unknown package

Show All entries Search:

#	Addressed to	Product Description	Tracking Information	Copies	Outgoing Shipping Label	Special Instructions	Status
4906	Catrina Restelli	NiteRider Lumina 1100 Boost Headlight Weight: 1 lbs Delivery date: 10/23/18	1Z1Y697WNT77819618 n/a	packing list uploaded item uploaded receipt uploaded	1Z5RF1820387844955 (UPS) Download		Not Received Received Sent
4890	Joseph Caporaso	Cosmetics(18pcs) Weight: 2.8 lbs Delivery date: 10/23/18	1ZWW23980302746166 n/a	packing list photo receipt	n/a		Task Accepted
4850	Patricia Shugart	Whirlpool Part# 1901A Drain Pump (OEM) Weight: 12 lbs Delivery date: 10/25/18	1ZX41W810348416993 Delivered	packing list uploaded item uploaded receipt uploaded			shipped
4837	Courtney	AQ-5300+.55 Weight: 6.6 lbs Delivery date: 10/22/18	1Z2R30A40392007074 In Transit	packing list photo receipt	n/a		Not Received Received Sent
4832	Catrina Restelli	NiteRider Lumina 1100 Boost Headlight Weight: 0.8 lbs Delivery date: 10/23/18	1Z1Y697WNT77808157 Delivered	packing list uploaded item uploaded receipt uploaded			shipped

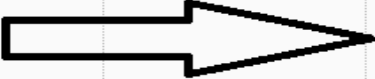
Showing 1 to 5 of 5 entries

5) All your incoming packages will be in white color ID.

9017	linda abrams	Compex Wireless USA 2.0 Muscle Stimulator Kit with TENS+ performance Weight: 0 lbs Delivery date: 10/23/18	1Z02Y4A10200110743 Destination Scan	packing list photo receipt	n/a		Not Received Received Sent
9009	Larry Dorsey	Smeg 2 Slice Toaster Pastel Bl Weight: 7 lbs Delivery date: 10/18/18	783318160416 On FedEx vehicle for delivery	packing list photo receipt	n/a		Not Received Received Sent

6) As soon as you see new package you need to notify the system that you waiting for the package. Click on small button which says "Task received" on the very right hand side column. It is under column "Status".

Copies	Outgoing Shipping Label	Special Instructions	Status
packing list uploaded item uploaded receipt uploaded	1Z5RF1820387844955 (UPS) Download		Not Received Received Sent
packing list photo receipt	n/a		Task Accepted
packing list uploaded item uploaded receipt uploaded			shipped



6) Track all incoming packages for estimated delivery date through shipping carrier's website simply by clicking the tracking number of the package.

9033	GREG SCHAFFER	6 Bullet Cameras, 1 LED Yard Sign, and 1 16 ch Driver Weight: 27 lbs Delivery date: 10/22/18	1Z4R79810309873193 Delivered	packing list uploaded item uploaded receipt	requested	BOX 2 OF 2
9032	GREG SCHAFFER	10 Bullet Cameras Weight: 29 lbs Delivery date: 10/22/18	1Z4R79810309873184 Delivered	packing list uploaded item uploaded receipt	requested	PACKAGE 1 OF 2
9017	linda abrams	CompeX Wireless USA 2.0 Muscle Stimulator Kit with TENS+ performance Weight: 0 lbs Delivery date: 10/23/18	1Z02Y4A10200110743 Destination Scan	packing list photo receipt	n/a	
9009	Larry Dorsey	Smeg 2 Slice Toaster Pastel Bl Weight: 7 lbs Delivery date: 10/23/18	783318160416 On FedEx vehicle for delivery	packing list photo receipt	n/a	
8985	Larry Streit	Apple Watch Series 3 GPS+Cellular 38 mm Weight: 1.9 lbs Delivery date: 10/18/18	1Z2EE9401319481958 DELIVERED	packing list uploaded item uploaded receipt uploaded	773529903803 (Fedex) Download	

7) When you receive a package, confirm it by clicking "Received" in the table named "Status". on your Dashboard. Note that name on packages may not be yours (may have customer's or shopping manager's name).

receipt		Sent
packing list		Not Received
photo	n/a	Received
receipt		Sent
packing list		Not Received
photo	n/a	Received
receipt		Sent
packing list uploaded	773529903803 (Fedex)	Not Received

OPEN THE CARRIERS BOX (brown box).

8) Inside the box, you will find "Invoice" or "Packing list". Upload a copy (scan it or take a photo) of the packing list from inside the box by pressing the button "Packing List" in the table named "Copies".

item uploaded	requested	PACKAGE 1 OF 2	Received
receipt			Sent
packing list	n/a		Not Received
photo			received
receipt			Sent
packing list			Not Received
photo	n/a		Received
receipt			Sent
packing list uploaded	773529903803		

9) Examine the incoming package. Do not remove product's original sealing. Take a picture of product and upload it by pressing the button "Photo" in the table named "Copies".

Y4A10200110743	item uploaded receipt	requested	PACKAGE 1 OF 2	Received Sent
18160416	invoice uploaded photo receipt			Not Received received Sent
	packing list photo receipt	n/a		Not Received Received Sent

- 10) Remove all previous shipping labels from inside and outside the box.
- 12) Remove all warning stickers from the package.
- 13) Make sure you have removed previous labels and markings (you can remove markings with a heavy black marker), stickers, price tags, invoices and any other papers. Most of the packages are shipped out in the same packaging box in which it has arrived.
- 14) Place cushioning all around the items. You can use newspaper, or shredded paper. Close and shake the box to see if you have enough cushioning. If you hear items shifting, add more cushioning.
- 15) Tape the opening of your box and reinforce all seams with tape. Use clear or brown packaging tape, reinforced packing tape or paper tape.

SEND OUT PACKAGE.

16) As soon as we receive the payment from the customer, the outgoing shipping label is uploaded under "Outgoing Shipping Label" table. (Note that we can keep customer's packages up to 30 days for free). Once the download button is active, click it to download the shipping label.

Copies	Outgoing Shipping Label	Special Instructions	Status
packing list uploaded item uploaded receipt	requested		Not Received Received Sent
packing list uploaded item uploaded receipt	requested		Not Received Received Sent
packing list uploaded item uploaded receipt	req		Not Received Received Sent
packing list uploaded item uploaded receipt		BOX 2 OF 2	Not Received Received Sent
packing list uploaded item uploaded receipt	request	PACKAGE 1 OF 2	Not Received Received Sent
packing list uploaded item uploaded receipt	773534468004 (Fedex) Download		Not Received Received Sent
packing list photo receipt	n/a		Not Received Received Sent

17) Print out a copy of the shipping label and stick it properly to the box. (Check Label Placement from HELP section in your dashboard menu)

18) Drop the packages at the nearest USPS, UPS or FedEx office, depending on type of shipping label you've been provided. You don't have to pay anything when shipping packages out!

19) When a package is shipped out, confirm it by clicking "Sent" in the table named "Status".

item uploaded receipt	requested	PACKAGE 1 OF 2	Received Sent
packing list uploaded item uploaded receipt	773534468004 (Fedex) Download		Not Received Received Sent
packing list photo receipt	n/a		Not Received Received Sent

20) Upload a copy of the Drop-off Package Receipt by clicking "Drop-off Receipt" in the table named "Upload Copies" if you were provided with one at the shipping carrier's location (if you used drop of location and don't have receipt, you don't have to provide any picture).

packing list uploaded item uploaded receipt	requested	PACKAGE 1 OF 2	Not Received Received Sent
packing list uploaded item uploaded receipt	773534468004 (Fedex)		Not Received Received Sent
packing list photo receipt	n/a		Not Received Received Sent
packing list uploaded	773529903803 (Fedex)		Not Received

Important! If a package is delivered but you can't find it on your Dashboard, you need to report it by clicking "Report Unknown Package" button. Please provide the following: tracking number, name on the package (recipient's name), weight and brief description of the items.

English

Base Salary: \$560.00 per week
Bonus: \$0.00

- Home
- News
- Scanned documents
- Packages +7
- Help
- Mail
- Settings
- My Profile
- Stats

Report unknown package

Show **All** entries

#	Addressed to	Pro
	SCHAFFER GREG	MIE Weig Deliv
9033	BIKA C YEBULA	VAC Weig Deliv
9033	BIKA C YEBULA	VAC Weig Deliv
9033	GREG SCHAFFER	6 B Weig Deliv

