

# HOW TO REPORT PACKAGES:

(What to click, where to post the pictures and where to get the out going labels).



## LOG-IN PAGE:

→ You can access this by clicking the URL sent to your EMAIL.



→ To easily access this page, since our app is currently in the works, **bookmark** the LOG-IN page URL on your phone browser (Chrome, Safari or Edge etc).



English | Hello, YOUR NAME | Logout

Base Salary: \$1950  
Bonus: \$700  
Penalty: \$0  
Payment date: 11/08/2023  
Bonus: \$0

Home  
News  
Scanned documents  
Packages  
Help  
Mail  
Settings  
My Profile  
Stats

**News**

Date Title

10/ 3/2023 New Hires Video Instructions

Dear New Hires

Welcome

to help you get started smoothly, we've prepared a series of videos that s. Please watch each video attentively to familiarize yourself with the

**Click "PACKAGES" for the next step**

**You will be routed to this LANDING PAGE after logging -in.**

1) DASHE  
Link: <https://rent-out.com>

2) CHECKING DELIVERIES  
Link: <https://checking-deliveries.com>

3) POST PICTURES CORRECTLY  
Link: <https://item-pictures.com>

4) SHIPPING PUT PACKS  
Link: <https://shipping-out.com>

NEXT SLIDE

English | Hello, | Logout

Base Salary: \$1950  
Bonus: \$400  
Penalty: \$0  
Payment date: 11/09/2023  
Bonus: \$0

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	Contents	Outgoing Shipping Label	Special Instructions	Hold address	Status
235048	Brandy Fisher	Apple Iphone 13 Pro Max Weight: 0 lbs Delivery date : 11/14/23	921909292233 n/a	packing list photo receipt	n/a			Task Accepted

**WIIMA POST**

**ACCEPT THE TASK EVERYTIME A NEW PACK IS POSTED ON YOUR DASH.**

**You will be routed to this page. This the page you always need to visit every time you will check a task.**

NEXT SLIDE

English Hello, [Logout](#)

Base Salary: \$1950  
 Bonus: \$400  
 Penalty: \$0  
 Payment date: 11/09/2023  
 Bonus: \$0

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	Contents	Outgoing Shipping Label	Special Instructions	Hold address	Status
235048	Brandy Fisher	Apple Iphone 13 Pro Max <i>Weight: 0 lbs</i> <i>Delivery date : 11/14/23</i>	<b>921909292233</b> <i>n/a</i>	packing list photo receipt	n/a			<input type="button" value="Not Received"/> <input type="button" value="Received"/> <input type="button" value="Sent"/>

**THE INCOMING TRACKING NUMBERS ARE, BTW, CLICKABLE SO YOU CAN TRACK THE DELIVERY.**

**AFTER ACCEPTING THE TASK, NOTICE THE CHANGE IN THE BUTTONS.**

**Note:**  
**CLICK "RECEIVED" ONCE THE ITEM IS DELIVERED.**

[NEXT SLIDE](#)

English Hello, [Logout](#)

Base Salary: \$1950  
 Bonus: \$400  
 Penalty: \$0  
 Payment date: 11/09/2023  
 Bonus: \$0

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	Contents	Outgoing Shipping Label	Special Instructions	Hold address	Status
<b>235048</b>	Brandy Fisher	Apple Iphone 13 Pro Max <i>Weight: 0 lbs</i> <i>Delivery date : 11/14/23</i>	<b>921909292233</b> <i>n/a</i>	packing list photo receipt	<a href="#">Request Shipping Label</a>			<input type="button" value="Not Received"/> <input type="button" value="Received"/> <input type="button" value="Sent"/>

**AFTER MARKING THE PACK AS RECEIVED, NOTICE THE PACK ID WILL BE HIGHLIGHTED IN BLUE**

**ONCE THE ITEM IS ON HAND, UPLOAD THE PHOTOS NEEDED.**

**PLEASE CHECK OUR GOOGLE DRIVE FOR PHOTO SAMPLES.**

**ALSO, REQUEST THE OUTGOING LABEL.**

**IF THIS PART SAYS "n/a" JUST REFRESH THE PAGE.**

**THE WORD "RECEIVED" IS HIGHLIGHTED IN GREEN.**

[NEXT SLIDE](#)

English ▾ Hello, | Logout

Base Salary: \$1950  
 Bonus: \$400  
 Penalty: \$0  
 Payment date: 11/09/2023  
 Bonus: \$0

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	Contents	Outgoing Shipping Label	Special Instructions	Hold address	Status
235048	Brandy Fisher	Apple Iphone 13 Pro Max <i>Weight: 0 lbs</i> <i>Delivery date : 11/14/23</i>	921909292233 <i>n/a</i>	packing list uploaded item uploaded receipt	requested			Not Received Received Sent

**ONCE A PICTURE IS POSTED SUCCESSFULLY, THE BUTTONS WILL BE GREYED-OUT.**

**AFTER REQUESTING THE LABEL, THE STATUS OF THE OUTGOING LABEL WILL CHANGE.**

**WIIMA POST**

NEXT SLIDE 

English ▾ Hello, | Logout

Base Salary: \$1950  
 Bonus: \$400  
 Penalty: \$0  
 Payment date: 11/09/2023  
 Bonus: \$0

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	Contents	Outgoing Shipping Label	Special Instructions	Hold address	Status
235048	Brandy Fisher	Apple Iphone 13 Pro Max <i>Weight: 0 lbs</i> <i>Delivery date : 11/14/23</i>	921909292233 <i>n/a</i>	packing list uploaded item uploaded receipt	1Z3493590355298342 (UPS) Download			Not Received Received Sent


**THE RECEIPT PHOTO MUST BE UPLOADED AFTER THE PACK IS DROPPED-OFF**

**ONCE THE OUTGOING LABEL IS POSTED, YOU WILL SEE A DOWNLOAD BUTTON.**

**SEE LABEL SAMPLES on SLIDES 11, 12 and 13**

**Note:**  
 DOWNLOAD THE LABEL SO YOU CAN PRINT IT.  
 NO NEED TO USE STICKER PAPERS. YOU CAN JUST TAPE THE LABEL ON THE BOX OF THE ITEM THAT YOU NEED TO SEND OUT.

**WIIMA POST**

NEXT SLIDE 

**NOTE:** After printing the labels, DROP-OFF the pack assigned to you.

English | Hello, | Logout

Base Salary: \$1950  
 Bonus: \$400  
 Penalty: \$0  
 Payment date: 11/09/2023  
 Bonus: \$0

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	Contents	Outgoing Shipping Label	Special Instructions	Hold address	Status
235048	Brandy Fisher	Apple Iphone 13 Pro Max Weight: 0 lbs Delivery date : 11/14/23	921909292233 n/a	packing list uploaded item uploaded receipt uploaded	123493590355298342 (UPS) Download			Not Received Received Sent

**AFTER MARKING THE PACK AS SENT, NOTICE THE PACK ID WILL BE HIGHLIGHTED IN PURPLE.**

**ONCE THE ITEM IS DROPPED OFF AND THE RECEIPT PHOTO IS POSTED, MARK THE PACK AS SENT**

WIIMA POST

NEXT SLIDE

English | Hello, | Logout

Base Salary: \$1950  
 Bonus: \$400  
 Penalty: \$0  
 Payment date: 11/09/2023  
 Bonus: \$0

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	Contents	Outgoing Shipping Label	Special Instructions	Hold address	Status
235048	Brandy Fisher	Apple Iphone 13 Pro Max Weight: 0 lbs Delivery date : 11/14/23	921909292233 n/a	packing list uploaded item uploaded receipt uploaded				shipped

**PACK ID WILL BE HIGHLIGHTED IN GREEN.**

**ONCE RECEIVED BY THE CUSTOMER, THE STATUS OF THE ITEM WILL CHANGE.**

WIIMA POST

NEXT SLIDE

# LABEL SAMPLES



## WIIMA POST



## SAMPLE LABEL FOR: **FedEx** Express

**NOTE:**  
Always go to the correct location/store please.

**!DO NOT USE a DROP BOX and NEVER** send a pack with a FedEx label at the post office.

→ This is how you would know where to go to send the pack.



## WIIMA POST

→ Make sure please that this barcode is scanned at the location before leaving, after dropping off a pack.





## SAMPLE LABEL FOR:



**NOTE:**

Always go to the correct location/store please.

**!DO NOT USE a DROP BOX and NEVER** send a pack with a UPS label at the post office.

If it is a UPS label, check this part. You can go to ANY UPS store or UPS access point.

Make sure please that this barcode is scanned at the location before leaving, after dropping off a pack.



## SAMPLE LABEL FOR: aka the Post Office



If it is a USPS label, please drop off the item at the post-office.

**NOTE:**

Always go to the correct location/store please.

**!DO NOT USE a DROP BOX and NEVER** send a pack with a UPS label at the post office.

Make sure please that this barcode is scanned at the location before leaving, after dropping off a pack.

