9to5 Description

Create a consignee
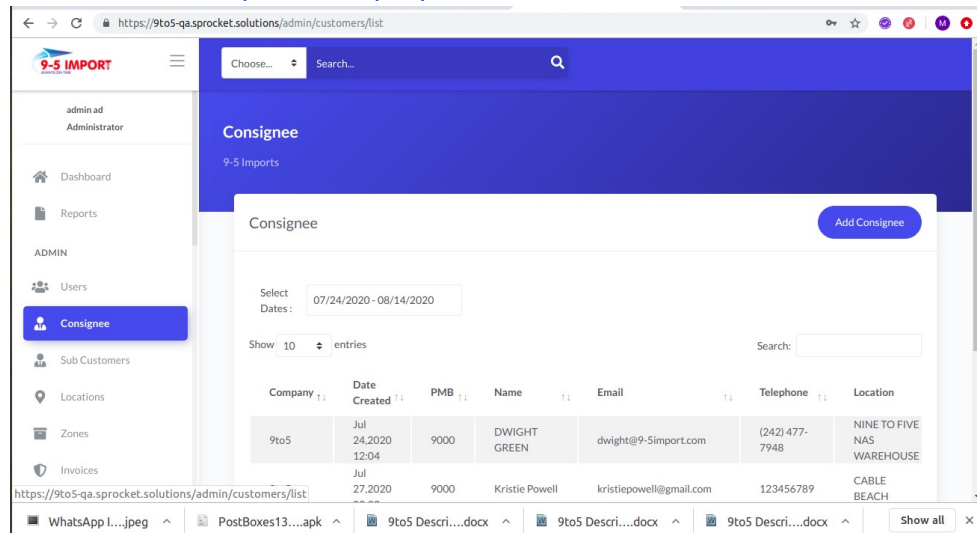
1) Login to 9to5 admin.

Route : https://9to5-qa.sprocket.solutions/
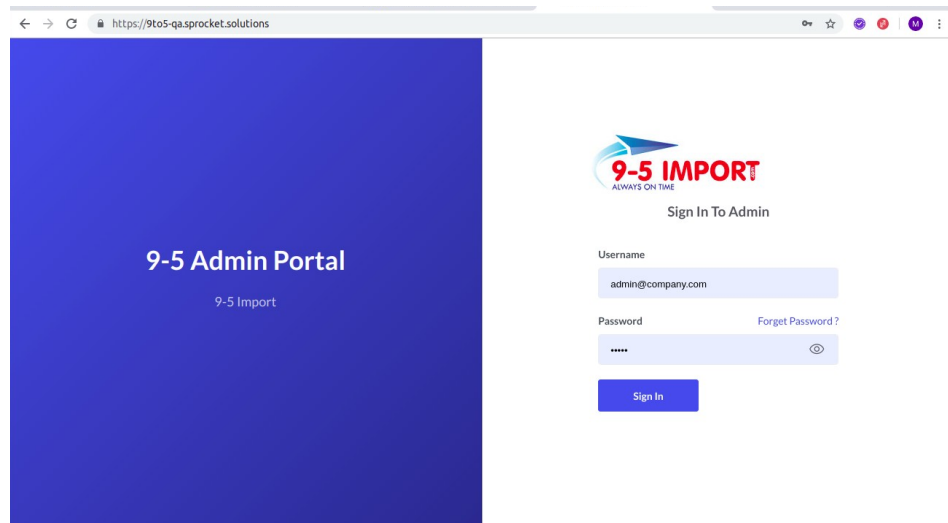
2) Click on "Consignee" tab from side bar.

Route : https://9to5-qa.sprocket.solutions/admin/customers/list

3) Click on "Add Consignee" button which is on the right top side of the screen.

4) Fill the details for the new consignee and make sure you will add minimum 8 characters password to create it and then click on create button.

Route : https://9to5-qa.sprocket.solutions/admin/customers/create

5) After creating a consignee you will return back to "Consignee" tab. Now clear the date filter to see all consignees. You can check your created consignee is listed in the table.

Route : https://9to5-qa.sprocket.solutions/admin/customers/list

Create an AWB

1)Click on "Warehouse FLL" tab and click on "Create AirWay Bill" from the options from the side bar.You will get navigated to "Create New AWB" screen.

Route : https://9to5-qa.sprocket.solutions/warehouse/fll/awb/create

2)Fill the form to create a new air way bill and select the consignee which you have made above.

3)Then scroll down and click on "Add Package" button.

4)Fill up the package details and click on add button to add a package.

5)Now click on "Create AWB" button to create.

6)You will be navigated to AWB preview screen and from here you can download the packages and AWB details pdf.

Route :
https://9to5-qa.sprocket.solutions/warehouse/fll/awb/manage/5f3638715c3ca100186e4dd9/preview
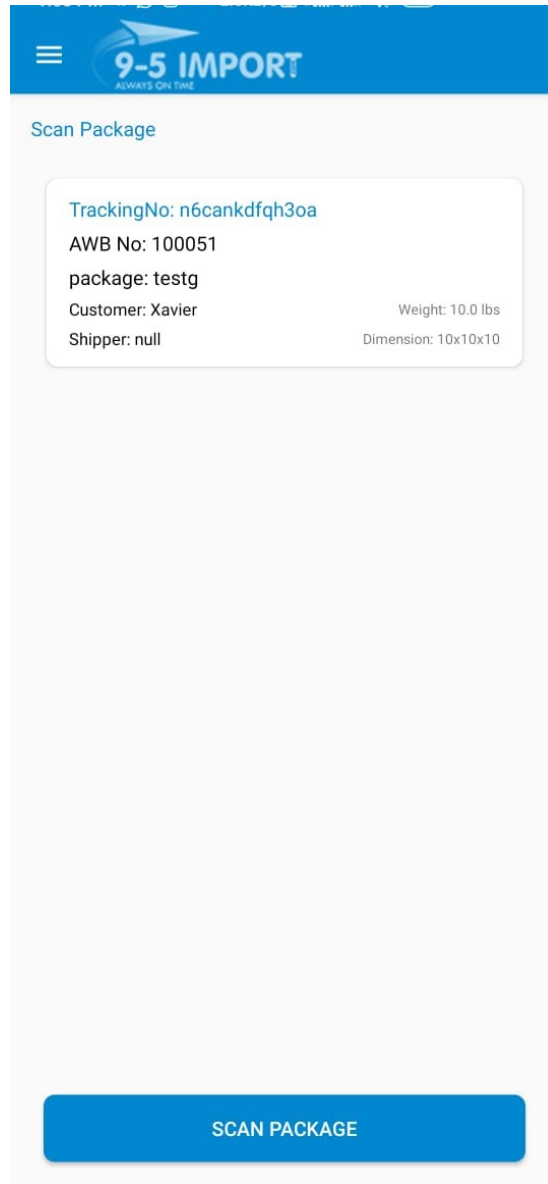
Scan Label

1) Open the 9to5 mobile app and login with admin credentials.
2) You can find a scan option at the bottom right side of the app.
3) Open the awb preview screen of the web app and click on "Print Pkgs".
4) Scan the qr code shown in the package from the mobile app.
5) You will get details of it in the mobile app.

Status Change

1) Open the Post Boxes Etc mobile app and login with the consignee which you have made and click on packages

2) Now you will get the packages from that AWB and you can click on the package to get the complete details of it.