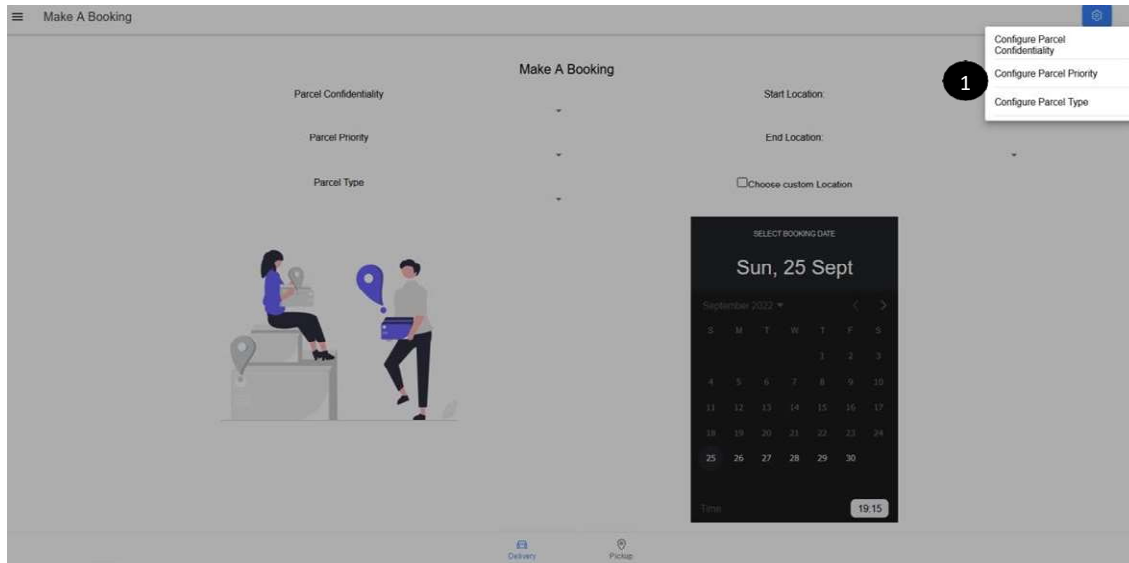


## Parcel Priority

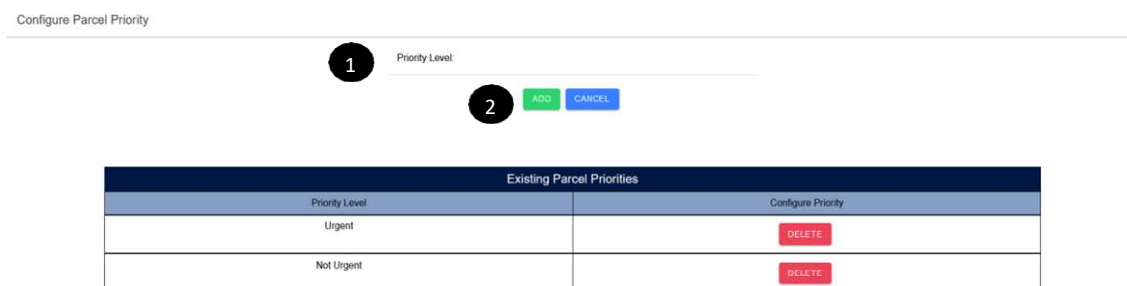
Parcel priorities are used to inform the users on the system how important the parcel is.

A parcel priority is configured as shown below on the Make a Booking screen:




Number	Name	Description
1	Configure Parcel Priority	To add or delete a parcel priority, the admin must select the “Configure Parcel Priority” from the list of options.

To add a new parcel priority, the admin is required to do the following:



Existing Parcel Priorities	
Priority Level	Configure Priority
Urgent	<button>DELETE</button>
Not Urgent	<button>DELETE</button>

Number	Name	Description
1	Priority Level	<p>To add a new parcel priority, the admin must insert the name of the parcel priority in the input.</p> <p>If a parcel priority level is not provided, the following error message is displayed to prompt the admin to insert the priority level:</p> <p><b>Priority Level:</b></p> <hr/> <p>Priority Level required</p>

2	ADD button	<p>To successfully add the new parcel priority to the system, the admin is required to click on this button.</p> <p>Following the successful addition of the parcel priority, the following alert is displayed:</p> 
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Delete a parcel priority by completing the following:

Configure Parcel Priority

Priority Level:

Existing Parcel Priorities	
Priority Level	Configure Priority
Urgent	1 <input type="button" value="DELETE"/>
Not Urgent	<input type="button" value="DELETE"/>

Number	Name	Description
1	Delete button	<p>Click this button next to the priority level instance that you wish to delete. A success notification will appear following the deletion of the parcel priority instance:</p> 