

ParcelLogic

Parcel Management and Tracking

Parcel Logic Software

Overview

This Quick Reference Guide provides an Overview of the upgraded **Airvan Parcel Logic System**. This documentation includes details for use and installation of the software.

In 2007, Vertical Systems worked with the Air Van team to build and deploy a Parcel Tracking solution named Parcel Logic. This product allowed Air Van to successfully track HP packages from receipt through employee delivery.

The primary usage of the software is summarized below:

As packages are delivered from any of the major carriers (UPS, FedEx, USPS, etc.) they are tracked to ensure that they are delivered to the appropriate HP personnel. The product allowed packages to be assigned to carts/manifests to limit trips through the HP campus. Upon delivery, employees would then sign-off on the delivery. Throughout the process, reporting provides up-to-date status information along with a summary of "late deliveries" based on pre-defined rules.

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Web Application

Accounts

Users

Users are people who can log into the website.

They can only be added, edited, or removed by Admins.

Airvan Parcel Logic | Accounts | **Users** | Welcome VSI Admin | Logout

User Name	Display Name	Email	Roles	Client
AirvanParcelLogicReporting	Airvan Parcel Logic Reporting	NA	AirvanParcelLogic Reporting	None
AirvanParcelLogicAdmin	Airvan Parcel Logic Admin	NA	AirvanParcelLogic Admin	None
AirvanParcelLogicMobile	Airvan Parcel Logic Mobile	NA	AirvanParcelLogic Mobile	None
vsadmin	VSI Admin	NA	User,VSI Super Admin	None

Showing 1 to 4 of 4 entries

Reset Password

Allows users to change their own password.

Available to all users.

Airvan Parcel Logic | Accounts | **Change Password** | Welcome VSI Admin | Logout

Current Password
Enter current password

New Password
Enter new password

Confirm New Password
Enter new password again

Change Password

Maintenance

Employees

Employees can be created, edited, or removed by Admins.

When creating new employees, a location must be selected for them.

Employees can be added either manually or through importing. See [Importing Employees](#) for more information.

First Name	Last Name	Middle Initial	Phone Number	Location
Trystan	Hoffman	C	(631) 988-0372	1L1013
Russell	Stanton		(818) 652-4569	1L1013
James	Adam		952-934-7533 x320	4L28U
Jacquelyn	Gould		(377) 231-8436	8L35U
Maddison	Juarez		843-594-8203	4L28U
Greyson	Webb		(762) 263-2741	2L265
Adam	Wise		(842) 592-1528	1L1015
Mike	Hutchinson		(309) 474-7631	2L265
Ariel	Finley		(502) 214-7412	4L28U
Bob	Anderson		309-474-7631	8L35U
James	Smith	M	867-663-2117	2L265
John	Smith	A	111-111-1111	1L1011

Buildings

Buildings can be added, edited, or removed by Admins.

Description
HP Boise

Locations

Locations can be created, edited, or removed by Admins.

When creating a new location, a building must be selected for them.

A location can be flagged as a Cart/Container when created or edited to be used for delivering packages. Locations can be added either manually or through importing. See [Importing Locations](#) for more information.

Description	Building	Cart/Container	Floor	Row
CART17	HP Boise	Yes	0	0
9L001	HP Boise	No	0	0
CART16	HP Boise	Yes	0	0
CART15	HP Boise	Yes	0	0
CART14	HP Boise	Yes	0	0
1L004	HP Boise	No	0	0
CART13	HP Boise	Yes	0	0
1L002	HP Boise	No	0	0
CART12	HP Boise	Yes	0	0
1L0001	HP Boise	No	0	0

Carriers

Carriers can be added, edited, or removed by Admins.

Name
YELLOW FREIGHT
WESTERN CARGO
US MAIL
UPS FREIGHT
UPS
UNITED VAN LINES
TRANSGROUP
SPOKANE PACKAGING
R&L CARRIERS
PENGKE

Packages

Packages can be removed by Admins. Packages are received via [the Receiving page](#). Barcode labels for packages can be re-printed using the Print button at the top of this page.

Carrier Ref No.	Package Barcode	Deliver To Employee	Current Location	Status	Receive Date	Deliver Within	Delivery Date	Late/On-Time Delivery
322627	000000108	Juarez, Maddison	Receiving	Ready for Delivery	09-04-2024 2:02 PM	24 hrs	[Not Delivered Yet]	[Not Delivered Yet]
322626	000000107	Juarez, Maddison	Receiving	Ready for Delivery	09-04-2024 2:02 PM	24 hrs	[Not Delivered Yet]	[Not Delivered Yet]
322626	000000106	Juarez, Maddison	Receiving	Ready for Delivery	09-04-2024 2:02 PM	24 hrs	[Not Delivered Yet]	[Not Delivered Yet]
322626	000000105	Juarez, Maddison	Receiving	Ready for Delivery	09-04-2024 2:02 PM	24 hrs	[Not Delivered Yet]	[Not Delivered Yet]
322626	000000104	Juarez, Maddison	Receiving	Ready for Delivery	09-04-2024 2:02 PM	24 hrs	[Not Delivered Yet]	[Not Delivered Yet]
436373	000000103	Juarez, Maddison	Receiving	Ready for Delivery	09-04-2024 1:59 PM	4 hrs	[Not Delivered Yet]	[Not Delivered Yet]
436373	000000102	Juarez, Maddison	Receiving	Ready for Delivery	09-04-2024 1:59 PM	4 hrs	[Not Delivered Yet]	[Not Delivered Yet]
436373	000000101	Juarez, Maddison	Receiving	Ready for Delivery	09-04-2024 1:59 PM	4 hrs	[Not Delivered Yet]	[Not Delivered Yet]
436373	000000100	Juarez, Maddison	Receiving	Ready for Delivery	09-04-2024 1:59 PM	4 hrs	[Not Delivered Yet]	[Not Delivered Yet]
436373	000000099	Juarez, Maddison	Receiving	Ready for Delivery	09-04-2024 1:59 PM	4 hrs	[Not Delivered Yet]	[Not Delivered Yet]
436373	000000098	Juarez, Maddison	Receiving	Ready for Delivery	09-04-2024 1:59 PM	4 hrs	[Not Delivered Yet]	[Not Delivered Yet]
4353665	000000097	Wise, Adam	Receiving	Ready for Delivery	08-27-2024 7:25 AM	4 hrs	[Not Delivered Yet]	[Not Delivered Yet]
324632728	000000096	Finley, Ariel	4L28U	Delivered	08-21-2024 3:29 PM	2 hrs	08-21-2024 3:30 PM	On-Time
324632727	000000095	Stanton, Russell	1L1013	Delivered	08-21-2024 3:28 PM	2 hrs	08-21-2024 3:29 PM	On-Time
23062672922	000000094	Gould, Jacquelyn	8L35U	Delivered	07-31-2024 12:01 PM	4 hrs	08-21-2024 12:34 PM	Late
23062672922	000000093	Gould, Jacquelyn	8L35U	Delivered	07-31-2024 12:01 PM	4 hrs	08-21-2024 12:34 PM	Late
23062672922	000000092	Gould, Jacquelyn	8L35U	Delivered	07-31-2024 12:01 PM	4 hrs	08-21-2024 12:34 PM	Late
23062672922	000000091	Gould, Jacquelyn	8L35U	Delivered	07-31-2024 12:01 PM	4 hrs	08-21-2024 2:26 PM	Late
23062672922	000000090	Gould, Jacquelyn	8L35U	Delivered	07-31-2024 12:01 PM	4 hrs	08-22-2024 11:28 AM	Late
23062672922	000000089	Stanton, Russell	1L1013	Delivered	07-31-2024 12:00 PM	4 hrs	08-22-2024 11:28 AM	Late
23062672922	000000088	Stanton, Russell	1L1013	Delivered	07-31-2024 12:00 PM	4 hrs	08-22-2024 11:28 AM	Late
1245166426123	000000087	Juarez, Maddison	4L28U	Delivered	07-30-2024 6:06 PM	2 hrs	07-31-2024 9:56 AM	Late

Package Types

Package Types can be created, edited, or removed by Admins.

Their sort order can also be rearranged by clicking on a row's drag icon (shown on the left of each row) and dragging it to a different position in the table.

Description
Env
Box
Case
Crate
Vault
Skid
Lift Vans
Other

Showing 1 to 8 of 8 matching records. There are 14 total records.

Package Priorities

Package Priorities can be created, edited, or removed by Admins.

Their sort order can also be rearranged by clicking on a row's drag icon (shown on the left of each row) and dragging it to a different position in the table.

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Parcel Management and Tracking

Airvan Parcel Logic

Maintenance Package Priorities

Welcome VSI Admin Logout

Search All Columns Advanced Search

Description	Delivery Hours Requirement
Priority	2
2nd Day	4
Surface	24
Friday Surface	72
IPG	120
None	24

Show 25 entries
Showing 1 to 6 of 6

First Previous 1 Next Last

Manifests

Manifests can be created, edited, or removed by Admins.

Each manifest has a sub-table showing each package assigned to it, and additional packages can be selected for a manifest via the View/Assign Packages button at the top of the page. There is also a Print Delivery List button that allows for printing a delivery list report for a selected manifest.

ParcelLogic
Parcel Management and Tracking

Airvan Parcel Logic

Maintenance Manifests

Welcome VSI Admin Logout

View/Assign Packages Print Delivery List

Search All Columns Advanced Search

Manifest No.	Cart	Created By	Delivery User	Status
25	CART16	VSI Admin	VSI Admin	Completed
24	CART16	VSI Admin	VSI Admin	Completed
23	CART16	VSI Admin	VSI Admin	Completed
22	CART15	VSI Admin	VSI Admin	Completed
21	CART14	VSI Admin	VSI Admin	Completed
20	CART13	VSI Admin	VSI Admin	Completed
19	CART12	VSI Admin	VSI Admin	Completed
18	CART135U	VSI Admin	VSI Admin	Completed
15	CART11	VSI Admin	VSI Admin	Completed
14	CART7	VSI Admin	VSI Admin	Completed
12	CART9	VSI Admin	VSI Admin	Completed
11	CART135U	VSI Admin	VSI Admin	Completed
10	CART8	VSI Admin	Airvan Parcel Logic Mobile	Completed
9	CART4	VSI Admin	VSI Admin	Completed

Show 25 entries
Showing 1 to 14 of 14 matching records. There are 19 total records.

First Previous 1 Next Last

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Country Codes

Country Codes can be created, edited, or removed by Admins.

Number	Description
559	Singapore - 0559
427	France - 0427
421	NL - 0421
420	Czech Republic - 0420
270	China - 0270
100	US - 0100

Reports


Manifest Transaction History

The Manifest Transaction History report can be viewed by Reporters. This report includes transactions for changes/updates made to manifests. The transaction data can be filtered and exported (Excel, CSV, PDF & Clipboard).

Manifest No.	Cart	To Manifest Status	Transaction Date	Transaction User
25	CART16	Completed	08-22-2024 11:29 AM	VSI Admin
25	CART16	Out for Delivery	08-22-2024 11:27 AM	VSI Admin
25	CART16	Out for Delivery	08-22-2024 11:24 AM	VSI Admin
25	CART16	Out for Delivery	08-22-2024 10:42 AM	VSI Admin
25	CART16	Out for Delivery	08-22-2024 10:42 AM	VSI Admin
25	CART16	Out for Delivery	08-22-2024 10:41 AM	VSI Admin
25	CART16	Out for Delivery	08-21-2024 3:27 PM	VSI Admin
25	CART16	Out for Delivery	08-21-2024 2:25 PM	VSI Admin
25	CART16	Out for Delivery	08-21-2024 1:04 PM	VSI Admin
25	CART16	Out for Delivery	08-21-2024 12:52 PM	VSI Admin

Package Transaction History

The Package Transaction History page can be viewed by Reporters. It contains records of all package movements, receipts, and deliveries. Each row also contains data on the captured signatures (if any) for each package.



Airvan Parcel Logic

Reports **Package Transaction History**

Welcome VSI Admin [Logout](#)

[Show/Hide Columns](#)

Search All Columns

Advanced Search

Package Barcode	Carrier Ref No.	To Package Status	To Package Location	Transaction Date	Transaction User
000000108	322627	Ready for Delivery	Receiving	09-04-2024 2:02 PM	VSI Admin
000000107	322626	Ready for Delivery	Receiving	09-04-2024 2:02 PM	VSI Admin
000000106	322626	Ready for Delivery	Receiving	09-04-2024 2:02 PM	VSI Admin
000000105	322626	Ready for Delivery	Receiving	09-04-2024 2:02 PM	VSI Admin
000000104	322626	Ready for Delivery	Receiving	09-04-2024 2:02 PM	VSI Admin
000000103	436373	Ready for Delivery	Receiving	09-04-2024 1:59 PM	VSI Admin
000000102	436373	Ready for Delivery	Receiving	09-04-2024 1:59 PM	VSI Admin
000000101	436373	Ready for Delivery	Receiving	09-04-2024 1:59 PM	VSI Admin
000000100	436373	Ready for Delivery	Receiving	09-04-2024 1:59 PM	VSI Admin
000000099	436373	Ready for Delivery	Receiving	09-04-2024 1:59 PM	VSI Admin

Show 10 entries
Showing 1 to 10 of 200

First Previous **1** 2 3 4 5 ... 20 Next Last

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Mobile

Package Lookup

The Package Lookup mobile page can be viewed by mobile users. It allows for scanning a package's barcode to view information on that specific package.

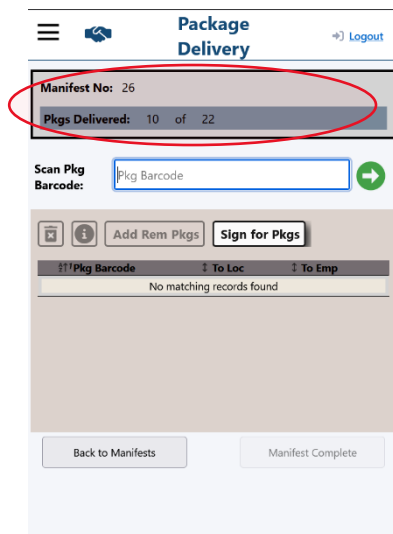
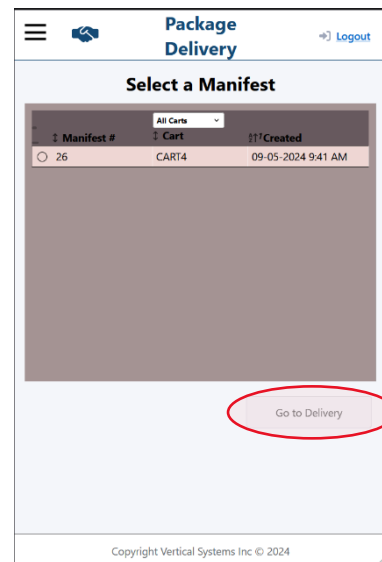
Cart Assignment

The Cart Assignment mobile page can be viewed by mobile users. It allows for selecting a cart to assign packages to. First the user selects a cart from a dropdown list of all available cart locations created on the Locations page, then the user scans one or more packages to add to the cart. Once clicking the Done button, all packages scanned in the table below will be added to the selected cart and the table on this page will be reset.

Package Delivery

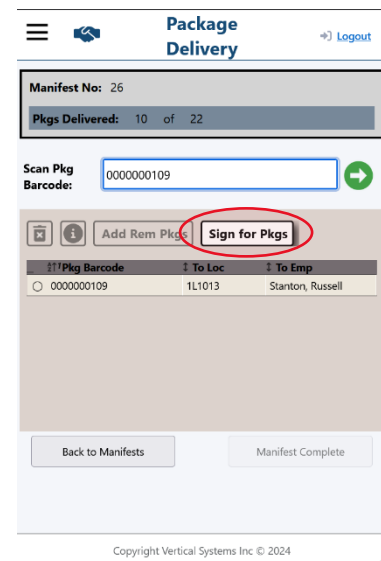
The package delivery mobile page can be viewed by mobile users. This page has three layers: Manifest Selection, Package Scanning, and Signature Capturing. On the Package Scanning layer, the user can see which manifest number they've selected from the previous layer and the number of packages currently delivered for that manifest. Once a package is scanned and added to the table below, the user can click the Sign for Pkgs button to access the Signature Capture layer and allow signing for delivery within the blue-bordered canvas.

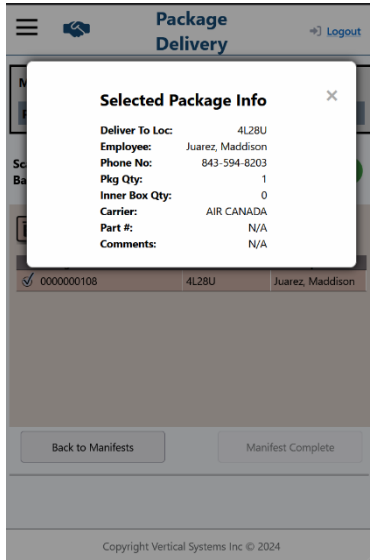
When first opening the page, the user can select a manifest to deliver for and click on the Go to Delivery button to begin scanning packages on that manifest as they're being delivered to different employees/locations.



On the Package Scanning layer, the user can see which manifest number they've selected from the previous layer and the number of packages currently delivered for that manifest.

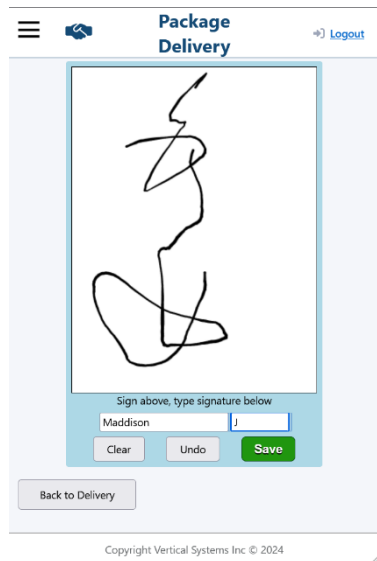
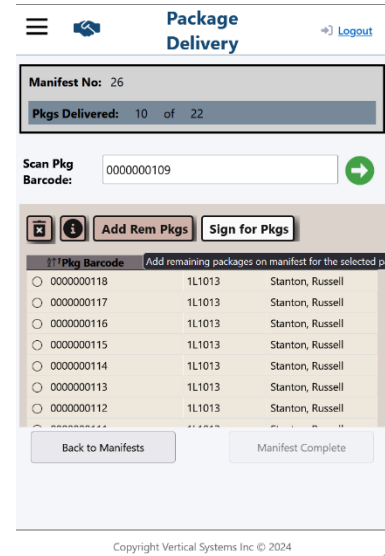
Once a package is scanned and added to the table below, the user can click the Sign for Pkgs button to access the Signature Capture layer and allow signing for delivery within the blue-bordered canvas.



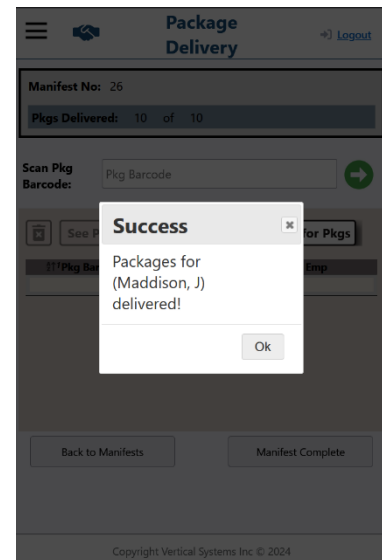


Optionally, the See Pkg Info (i) button can be clicked to view more info on a selected package.

The Add Rem Pkgs button can be clicked to automatically check for and add any other packages on this manifest that are assigned to the employee of the selected package.

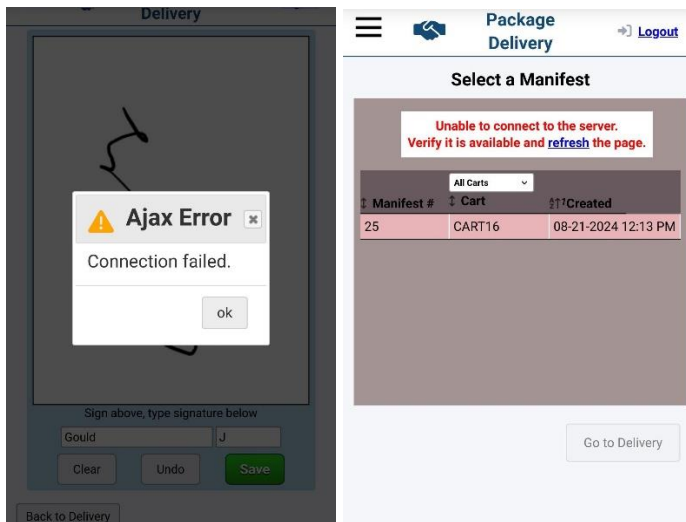


After a signature is written on the canvas and a last name and first initial are typed in the input fields below the signature pad, the user can click the Save button to capture the signature and finally mark each of the scanned packages from the previous layer as delivered.



Mobile Operations (Offline)


When using a mobile page, error messages or pop-ups such as in the screenshots below may appear if internet connection is lost. Some of the page's functionality can still be used when losing a Wi-Fi signal, but some buttons and other features may not work and/or appear to do nothing when trying to interact with them. **As long as the user doesn't refresh the page, accessed and inputted data such as barcodes, previously scanned packages, signatures, and list selections will be saved if a signal is temporarily lost.** Once Wi-Fi connection is restored, the page can be used again as normal with its previous data still intact.



Receiving

The Receiving page is available to admins.

It features a similar layout to the original parcel logic application and allows for users to receive new packages along with specifying an employee or location to deliver the packages to. The Carrier Ref #, Carrier, Package Type, Package Priority, Package Piece Count, Package Quantity, Package Status, and Country Code fields are all required for receiving packages. Either an Employee or Location to deliver the packages to must also be selected from the tables provided on this page. The Part # and Comments fields are optional. By default, the Package Status is set to Ready for Delivery and the Country Code is set to US. Once all required fields are filled in, the user can click on the Receive Package button at the bottom of the page to finally receive the new packages, which should then be available to view on the Packages maintenance page.



Airvan Parcel Logic

- Home
- Accounts
- Configuration
- Maintenance
- Mobile
- Reports
- Receiving
- Utilities

Welcome VSI Admin [Logout](#)

Receiving

Carrier Ref #

Carrier

Deliver To

Employee
Location

🔍

Advanced Search

First Name	Last Name	Middle Initial	Phone Number	Location
Adam	Wise		(842) 592-1528	1L1015
Greyson	Webb		(762) 263-2741	2L265
James	Smith	M	867-663-2117	2L265
John	Smith	A	111-111-1111	1L1011
Maddison	Juarez		843-594-8203	4L28U
Mike	Hutchinson		(309) 474-7631	2L265
Jacquelyn	Gould		(377) 231-8436	8L35U
Ariel	Finley		(502) 214-7412	4L28U
Bob	Anderson		309-474-7631	8L35U
James	Adam		952-934-7533 x320	4L28U

Package Type Package Status

Package Priority Country Code

Package Piece Count Part Number

Package Quantity Comments

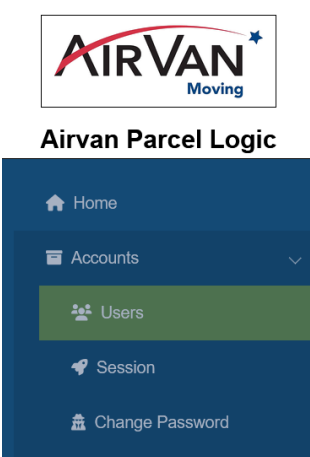
Copyright Vertical Systems Inc © 2024

Operations

User Management

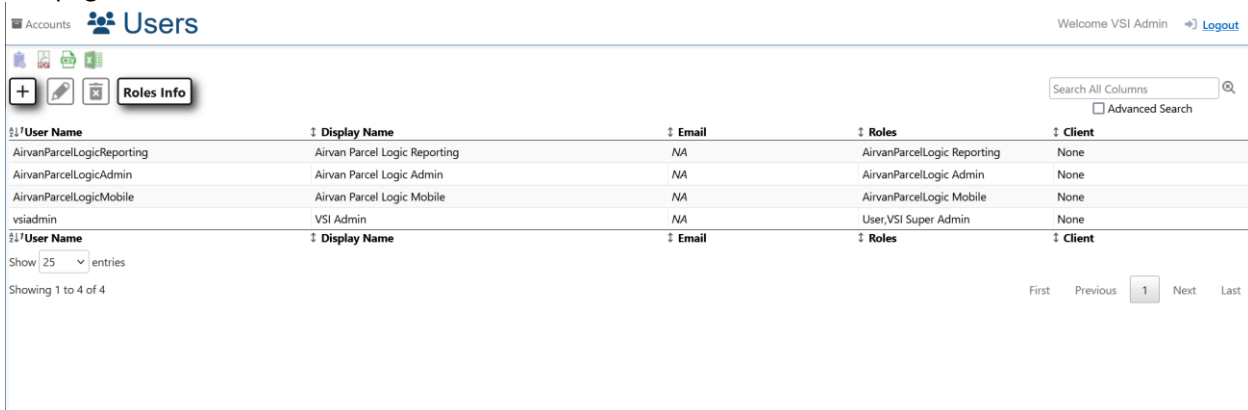
Create a New User

1. Go to the Users tab

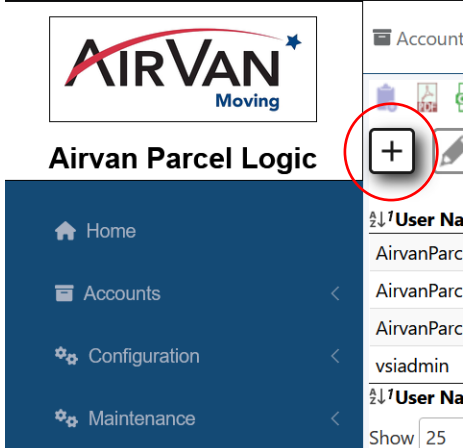


This page is only visible to Admins.

The page will look like this



2. Click the "+" (Add) button



3. Fill in the user's information

A user can have zero or more roles.

Roles:

- AirvanParcelLogicAdmin – Users with this role have access to app settings, all maintenance pages, and the ability to create/modify users.
- AirvanParcelLogicMobile – Users with this role can view all mobile operations pages under the “Mobile” tab.
- AirvanParcelLogicReporting – Users with this role can view all reporting pages under the “Reports” tab.

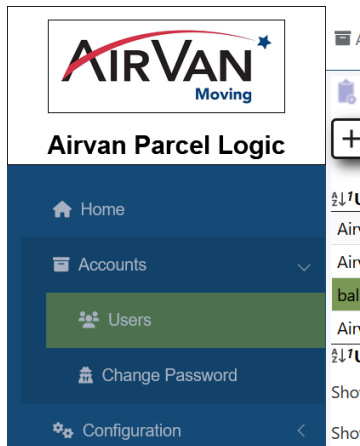
4. Click the create button

The new user will appear in the list.

User Name	Display Name	Email	Roles
AirvanParcelLogicReporting	Airvan Parcel Logic Reporting	NA	AirvanParcelLogic Reporting
AirvanParcelLogicAdmin	Airvan Parcel Logic Admin	NA	AirvanParcelLogic Admin
ballen	Brennan Allen	NA	AirvanParcelLogic Reporting
AirvanParcelLogicMobile	Airvan Parcel Logic Mobile	NA	AirvanParcelLogic Mobile

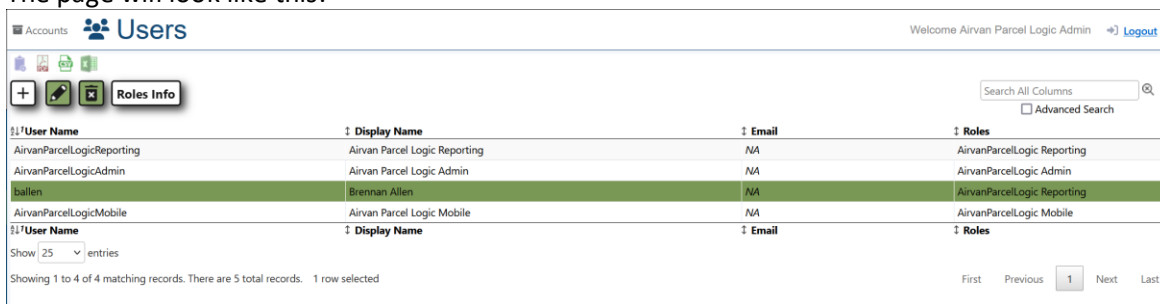
Edit an Existing User

1. Go to the Users tab

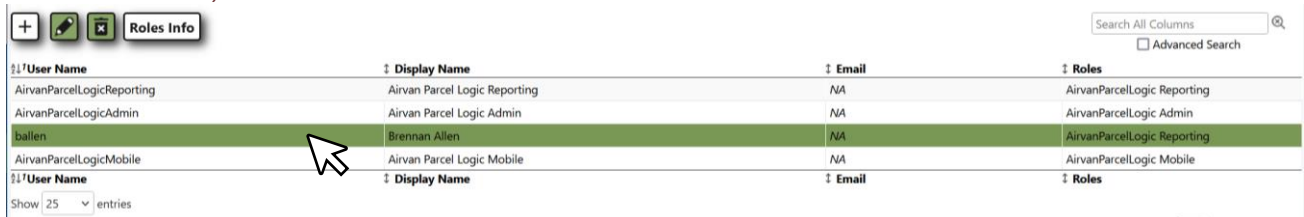


This page is only visible to Admins.

The page will look like this:



2. Select the user you want to edit



3. Click the pencil (Edit) icon



4. Make any necessary changes to the user and click "Update"

The screenshot shows the 'Edit User' interface. It contains the following fields and controls:

- Active/Inactive:** A dropdown menu currently set to 'Active'.
- Display Name*:** A text input field containing 'Brennan Allen'.
- Email:** An empty text input field.
- Roles:** A dropdown menu showing 'AirvanParcelLogic Reporting' with a close icon (x).
- Password*:** A password input field with masked characters (dots).
- Update:** A button located at the bottom right of the form, indicated by a large blue downward-pointing arrow.

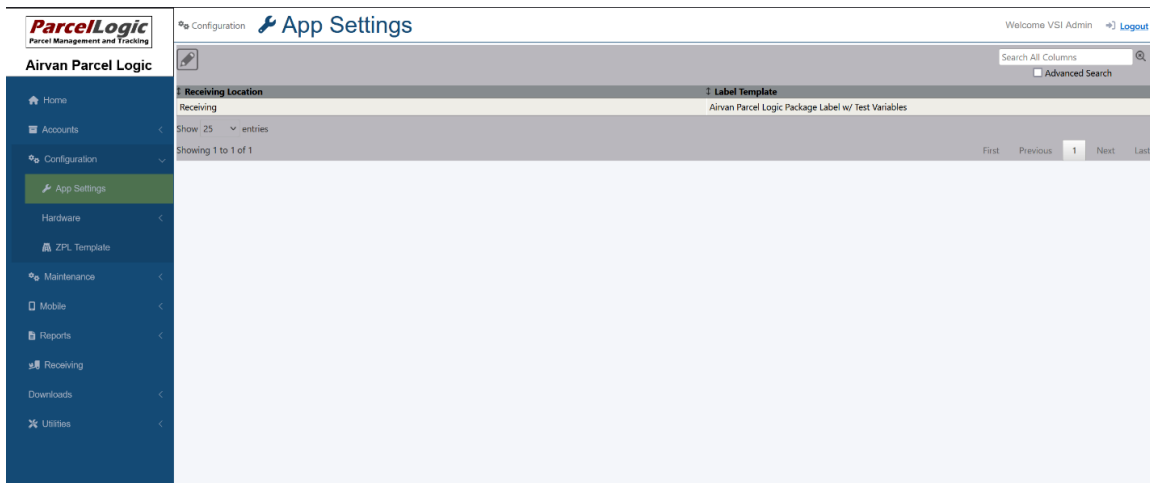
App Settings

Available App Settings

Name	Description
Location	Default location used for receiving packages
Label Template	Default ZPL template used for printing package barcode labels

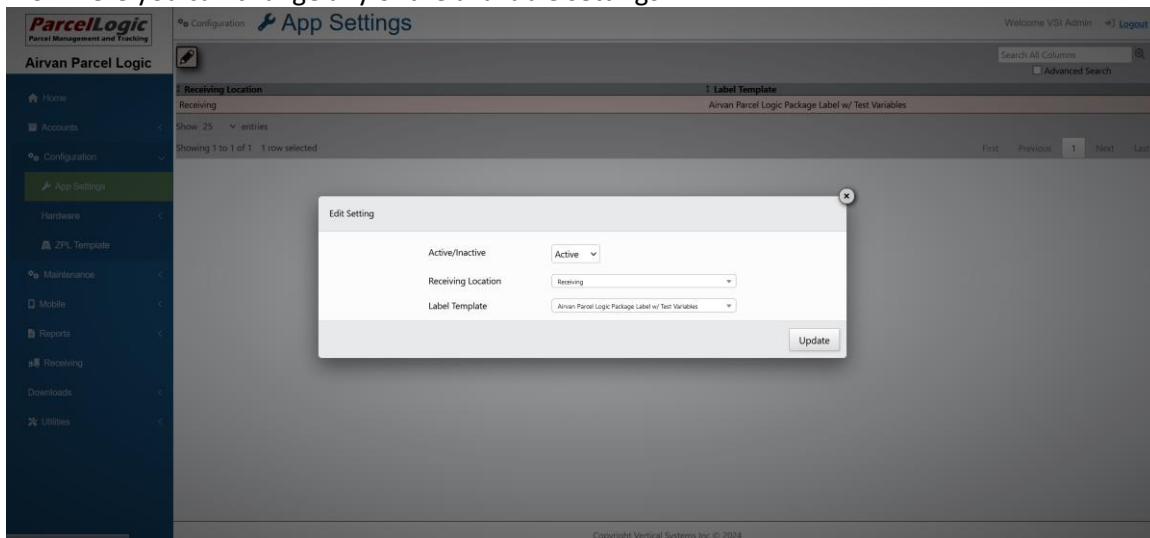
Setting a default option

1. Open the App Settings page under the "Configuration" tab



2. Highlight the settings row and click the Edit button

From here you can change any of the available settings.



Note: The App Settings page is only available to Admins.

Importing Employees

Employees can be imported from a CSV file whose data and column headers match this layout:

	A	B	C	D	E
1	First Name	Last Name	Middle Initial	Phone Number	Location
2	Trystan	Hoffman	C	(631) 988-0372	9L001
3	James	Smith		621-111-0101	9L001
4					
5					

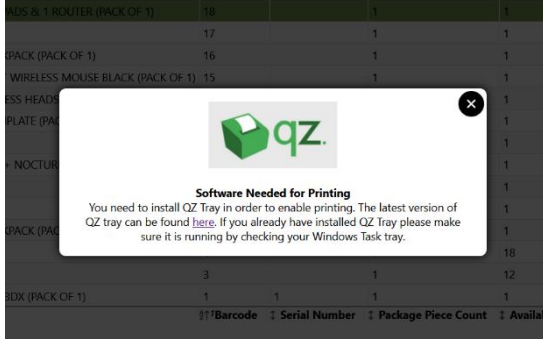
Importing Locations

Locations can be imported from a CSV file whose data and column headers match this layout:

	A	B	C	D	E
1	Description	Building	Cart/Container	Floor	Row
2	9L001	HP Boise	No	0	0
3	CART17	HP Boise	Yes	0	0
4					

Initial Program Setup

The QZ Tray software is required for the Parcel Logic Software to print Package labels. This software can be installed [on QZ Tray's website](#) or through a dialog that will pop up when using the program that prompts you to install the service whenever you try to print a label.



Note: no additional software is required for printing packing slips for fulfillment orders.

References

Label Samples

Package ID:


 0000000108

Employee: **Juarez, Maddison**

Phone: **843-594-8203**

Location: **4L28U**

Building: **HP Boise**

Floor: **0**

Row: **0**

Priority: **Surface**

Carrier Ref: **322627**

Part Number:


Quantity: **1 of 1**

Received: **9/4/2024 2:02:11 PM**

Status: **Delivered**

Comments:

Delivery List Samples


Parcel Management and Tracking

Delivery List

Creation Date/Time: 09-05-2024 09:41:42 AM List # 26 Print Time: 09-05-2024 10:25 AM
 Total Manifest Count: 10

Employee	Delivery Location	Building	Floor	Row	Receipt Date	Barcode	Type	Priority
Juarez, Maddison	4L28U	HP Boise	0	0	09/04/2024 01:59:26 PM	0000000100	Env	2nd Day
Juarez, Maddison	4L28U	HP Boise	0	0	09/04/2024 02:02:01 PM	0000000107	Skid	Surface
Juarez, Maddison	4L28U	HP Boise	0	0	09/04/2024 01:59:27 PM	0000000102	Env	2nd Day
Juarez, Maddison	4L28U	HP Boise	0	0	09/04/2024 02:02:01 PM	0000000106	Skid	Surface
Juarez, Maddison	4L28U	HP Boise	0	0	09/04/2024 01:59:26 PM	0000000099	Env	2nd Day
Juarez, Maddison	4L28U	HP Boise	0	0	09/04/2024 01:59:30 PM	0000000103	Env	2nd Day
Juarez, Maddison	4L28U	HP Boise	0	0	09/04/2024 02:02:01 PM	0000000105	Skid	Surface
Juarez, Maddison	4L28U	HP Boise	0	0	09/04/2024 02:02:11 PM	0000000108	Skid	Surface
Juarez, Maddison	4L28U	HP Boise	0	0	09/04/2024 02:02:01 PM	0000000104	Skid	Surface
Juarez, Maddison	4L28U	HP Boise	0	0	09/04/2024 01:59:27 PM	0000000101	Env	2nd Day