

# Send Suite Live


In an effort to provide the campus with a cost effective shipping solution, Central Mail has implemented a new shipping software called Send Suite Live. Send Suite Live will allow to the user to ship packages and track their shipments from their own computer. This software will not replace the current process in place for letters and flats mailed using the USPS or International packages.


Packages are defined as anything at least 3 inches high by 6 inches long and a ¼ inch thick. If the item is ridged and thicker than an ink pen or pencil, then it will be classified as a package.

**Send Suite Live** can be accessed on campus using the following instructions:

Search for Central Mail on bsu.edu. Click on Central Mail. Click on Send Suite Live link and this will take you directly to the Send Suite Live Log-In.

Users that ship on a regular basis should already have access. You should be able to click the links and proceed directly to the main shipping page. You may be prompted to enter your Ball State credentials the first time you access the software. If you are unable to access the software please contact Central Mail for assistance.

Available Projects	
Type	Name
	Desktop

 Login

Welcome

7.1.06

## Main Screen and Address Book

When accessing the **Send Suite Live** system, the first screen that appears is the main shipping screen. From this point the user will initiate the shipping process. An **Address Book** link is also available to input frequent shipping addresses for easy selection later. The **Address Book** does not have to be used. The user can simply fill in the template with the correct address and then select **Next**.

The **Address Book** can be accessed from the main shipping screen by clicking on the provided link, as shown below. The **Address Book** allows the user to add frequently used shipping addresses for easy entry when shipping.

### Process Shipment

[Send To](#)[Contents](#)[Billing and Services](#)[Process Mail](#)[Smart Shop](#)[Confirmation](#)[Completed](#)

1 Send To

My Ship Requests

Address Book

View Shipments

Support

Ship From

Ship To

ship to search

attention \*

company \*

address \*

city \*

state / province / other \*

zip / postal code \*

country \*

phone \*

email

☐ residential address

☐ send email notification to recipient

☐ save as new address book entry

Favorites and Recent Recipients

Method

favorite name

favorite description

☐ update or save as new favorite

Clear

Recent Recipients

recall existing requisition

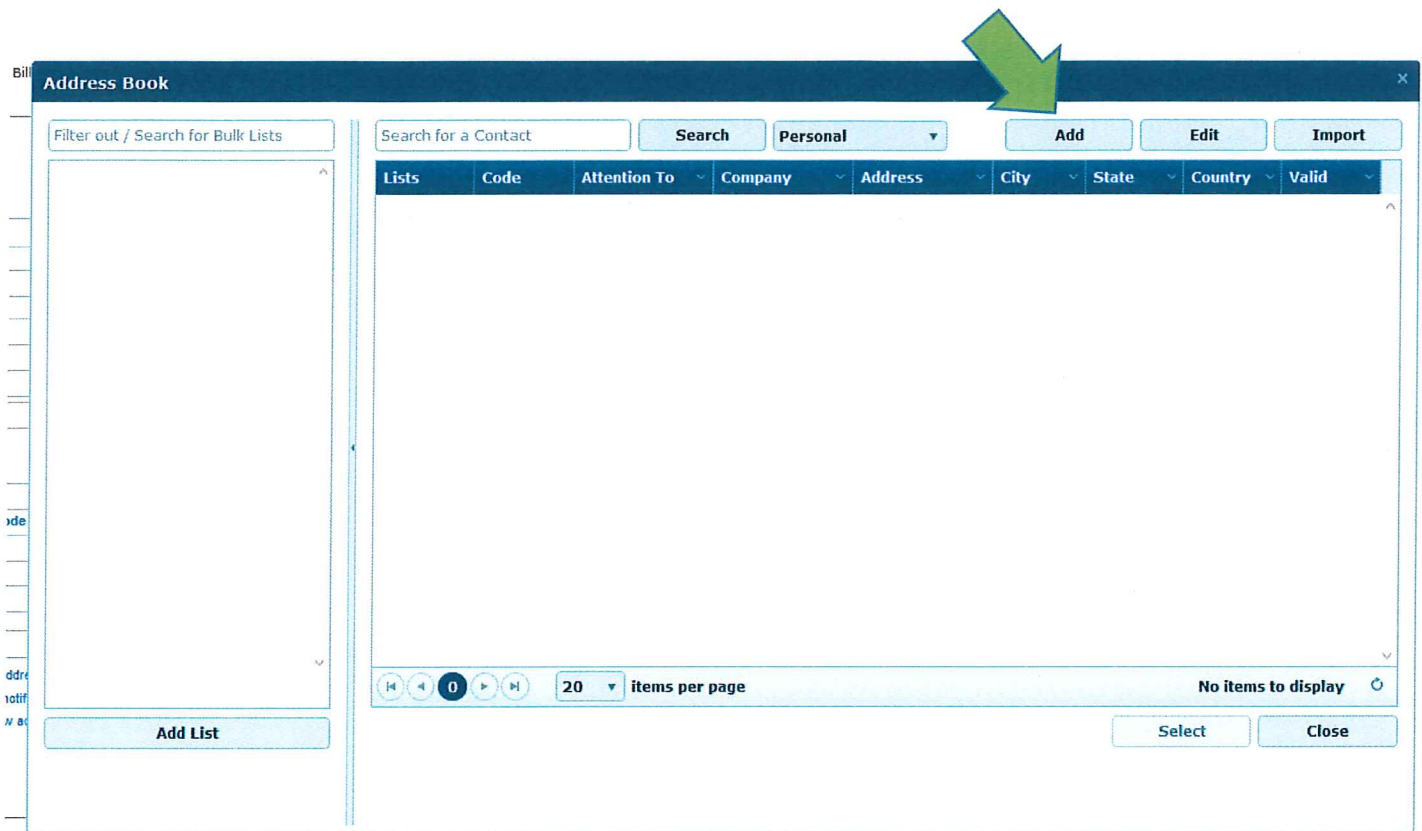
Reprint Requisition

Validate

Reset

Next >>

Simply click the **Add** button, as shown below, and input the shipping address information.



## Shipping Process

To begin, you can either type the shipping address into the **Ship To** fields or, if an address is already available in the **Address Book** proceed below:

- (1) Select the **ellipsis button**, where a popup window will appear containing a list of addresses.
- (2) Click the appropriate address from the list.
- (3) Choose **Select** to populate the **Ship To** address with the selected address.

The **Ship From** address should already be populated with the user (shippers) contact information and you will not need to make any changes to this.

# 1 Send To

Ship From

Ship To

ship to search

attention \*

company \*

address \*

city \*

state / province / other \*

zip / postal code \*

country \*

UNITED STATES

phone \*

email

☐ residential address

☐ send email notification to recipient

☐ save as new address book entry

Favorites and Recent Recipients

Method

favorite name

favorite description

☐ update or save as new favorite

recall existing requisition

My Ship

## Advanced Search Options

Search Options »

Open Address Book

Reset

MIKE RAUMA  
LAMAR HIGH SCHOOL  
1234 MAIN ST HOUSTON TX 77002

edit

Select

Close

Valid

Next >>

Support

After the correct addresses have been entered, click the **Validate** button to confirm the correct address.

PitneyBowes SendSuite® Live

SSL Mailroom 2.14    SSL View 2.9    SSL Desktop 2.13

Process Shipment

Send To

Contents

Billing and Services

Process Mail

Smart Shop

Confirmation

Completed

1 Send To

My Ship Requests    Address Book    View Shipments    Support

Ship From

Ship To

ship to search

attention \*

MIKE RAUMA

company \*

LAMAR HIGH SCHOOL

address \*

1234 MAIN ST

city \*

HOUSTON

state / province / other \*

TX

zip / postal code \*

77002

country \*

UNITED STATES

phone \*

5555555

email

☐ residential address

☐ send email notification to recipient

☐ save as new address book entry

✖

address not validated

Favorites and Recent Recipients

favorite name

favorite description

☐ update or save as new favorite

Clear

Recent Recipients

recall existing requisition

Reprint Requisition

Method

↓

Validate

Reset

Next >>



After the correct addresses have been **Validated**, click the **Next** button to proceed to the next screen. (Note the green check mark under the address).

If you encounter issues validating the address, please contact Central Mail.

PitneyBowes

SendSuite® Live

SSL Mailroom 2.14

SSL View 2.9

SSL Desktop 2.13

Process Shipment

Send To

Contents

Billing and Services

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Confirmation

Completed

1 Send To

My Ship Requests

Address Book

View Shipments

Support

Ship From

Ship To

ship to search

attention \*

MIKE RAUMA

company \*

LAMAR HIGH SCHOOL

address \*

1234 MAIN ST

city \*

HOUSTON

state / province / other \*

TX

zip / postal code \*

77002-6805

country \*

UNITED STATES

phone \*

5555555

email

☐ residential address

☐ send email notification to recipient

☐ save as new address book entry

✓ address validated

Favorites and Recent Recipients

Method

favorite name

favorite description

☐ update or save as new favorite

Clear

Recent Recipients

recall existing requisition

Reprint Requisition

Validate

Reset

Next >>

The next screen is automatically populated with the weight. Central Mail will weigh and measure the package when it arrives in the office and you do not need to enter that information. The **Content Description** field is required and must contain a description of the items in the package. Enter an amount in the **Declared Value** field if you want your package insured. Edit the **Content Description** field, then select **Next**.

PitneyBowes SendSuite® Live

SSL Mailroom 2.14    SSL View 2.9    SSL Desktop 2.13

Process Shipment

Send To   Contents   Billing and Services   Process Mail   Smart Shop   Confirmation   Completed

2 Contents

Packages

Weights: lb

Dimensions: in

COD: USD

Declared Value: USD

Content Items Customs Item Value: USD

Weights: lb

+ Packages

Package #1

# 1	weight (lb)	(oz)	dimensions (in)	cod amount (USD)	declared value (USD)	content description *	outer packaging	documents only
		1	X X	0.00	0.00	(what's in the box)		<input type="checkbox"/>

shipment totals:

pkgs1

items0

total (USD)0.00

< Previous

Next >>

## Billing and Services

The next screen is for **Billing**:

- (1) Select the **ellipsis button**, where a popup window will appear containing a list of accounts.
- (2) Type in part of the department name and click **Search**.
- (3) Click the appropriate account from the list.
- (4) Choose **Select** to populate the **Cost Center** field with the selected account.

PitneyBowes SendSuite® Live

SSL Mailroom 2.14   SSL View 2.9   SSL Desktop 2.13

### Process Shipment

Send To   Contents   **Billing and Services**   Process Mail   Smart Shop   Confirmation   Completed

3 Billing and Services

Bill To

Chargebacks

cost center

...

Cost Centers

Cost Center:

Search

100100\_133040\_2006

**BUSINESS AUXILLARY SERVICES**  
100100\_134010\_2006

**PURCHASING SERVICES**  
100100\_134020\_2006

**HEALTH AND ENVIR. SAFETY**  
100100\_134030\_2006

**SPORTS FACILITIES  
MANAGEMENT**  
100100\_134040\_2004

**RECREATIONAL SERVICES**  
100100\_134050\_2004

**CONFERENCES \_ SPECIAL  
EVENTS**  
100100\_134060\_2003

**HUMAN RESOURCE SERVICES**  
100100\_135020\_2006

Select

Close

< Previous


Next >>


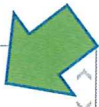



Next, select any special handling options for the article being shipped:

- (1) Select any delivery confirmation options if needed.
- (2) If you prefer that your package be shipped using a certain carrier, UPS or FedEx, please include that in the shipping notes area. Without that populated, the package will ship USPS. Specific instructions (a.m. delivery, overnight standard or priority, etc.) need to be entered in this area, but do be advised these instructions do not print out on your label.
- (3) Click **Next** button to proceed to next page. If you need to Bill Another Company's account number, see next page.

### 3 Billing and Services

Bill To	Chargebacks	cost center		Additional Information	delivery confirmation	shipping notes
		100100_134020_2006	...			



< Previous

Next >>

## Billing and Services- Billing Another Company

- 1) If you need to bill another person/company's account number, click on the BLUE **Bill To** bar.
- 2) In the first box, select **Bill Recipient** from the drop-down options.
- 3) Enter the recipient's information in the remaining boxes.
- 4) **Account Number** field is for the Recipient's FEDEX or UPS account number. FEDEX numbers are 9 digits and UPS are 6 digits.

3 Billing and Services

Bill To

Bill Recipient

bill to

MIKE RAUMA

company

LAMAR HIGH SCHOOL

address

1234 MAIN ST

city

HOUSTON

state / province / other

TX

zip / postal code

77002

country

UNITED STATE

account

123456789

Chargebacks

cost center

100100\_134020\_2006

...

✓

Additional Information

delivery confirmation

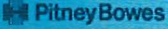
shipping notes

< Previous

Next >>

## Process Mail

Do not Print from this page. Just select **Next**.

 SendSuite® Live

SSL Mailroom 2.14    SSL View 2.9    SSL Desktop 2.13

### Process Shipment


Send To    Contents    Billing and Services    **Process Mail**    Smart Shop    Confirmation    Completed

**4 Process Mail**

**1**


Print my Ship Request Form at my desktop and allow the mailroom to process my mail piece

☐ remember my last choice



< Previous

**Next >>**



# Confirmation

At this point, make sure that your **pop-up blockers** are allowed in order to print your ship request. Confirm your shipping information on this screen and if correct, click **Next**. If there are any changes to be made, select the **Previous** button(s) to return to the required section for editing.

PitneyBowes SendSuite® Live

SSL Mailroom 2.14    SSL View 2.9    SSL Desktop 2.13

Process Shipment

Send To    Contents    Billing and Services    Process Mail    Confirmation    Completed

5 Confirmation

shipment summary

US  
7652858429  
Shipping to this location:  
MIKE RAUMA  
LAMAR HIGH SCHOOL  
1234 MAIN ST  
HOUSTON, TX 77002-6805  
US  
5555555

Carrier and Service:  
IOP - USPS  
First Class

Billing Information:  
US  
Carrier selection details:  
Shipment Date:

< Previous

Next >>

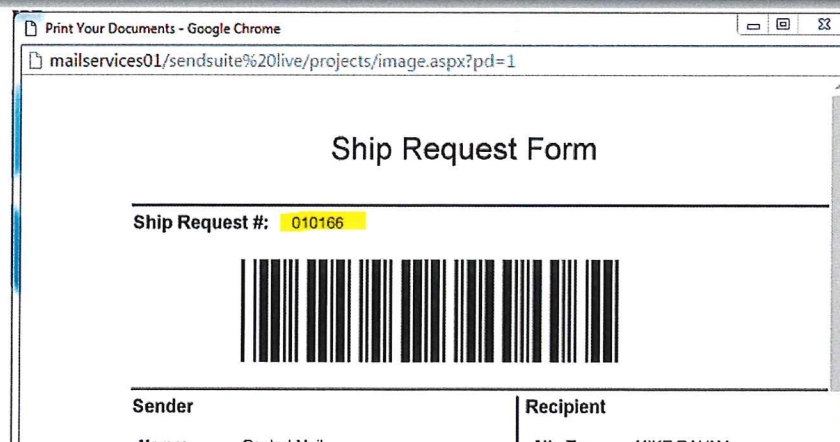
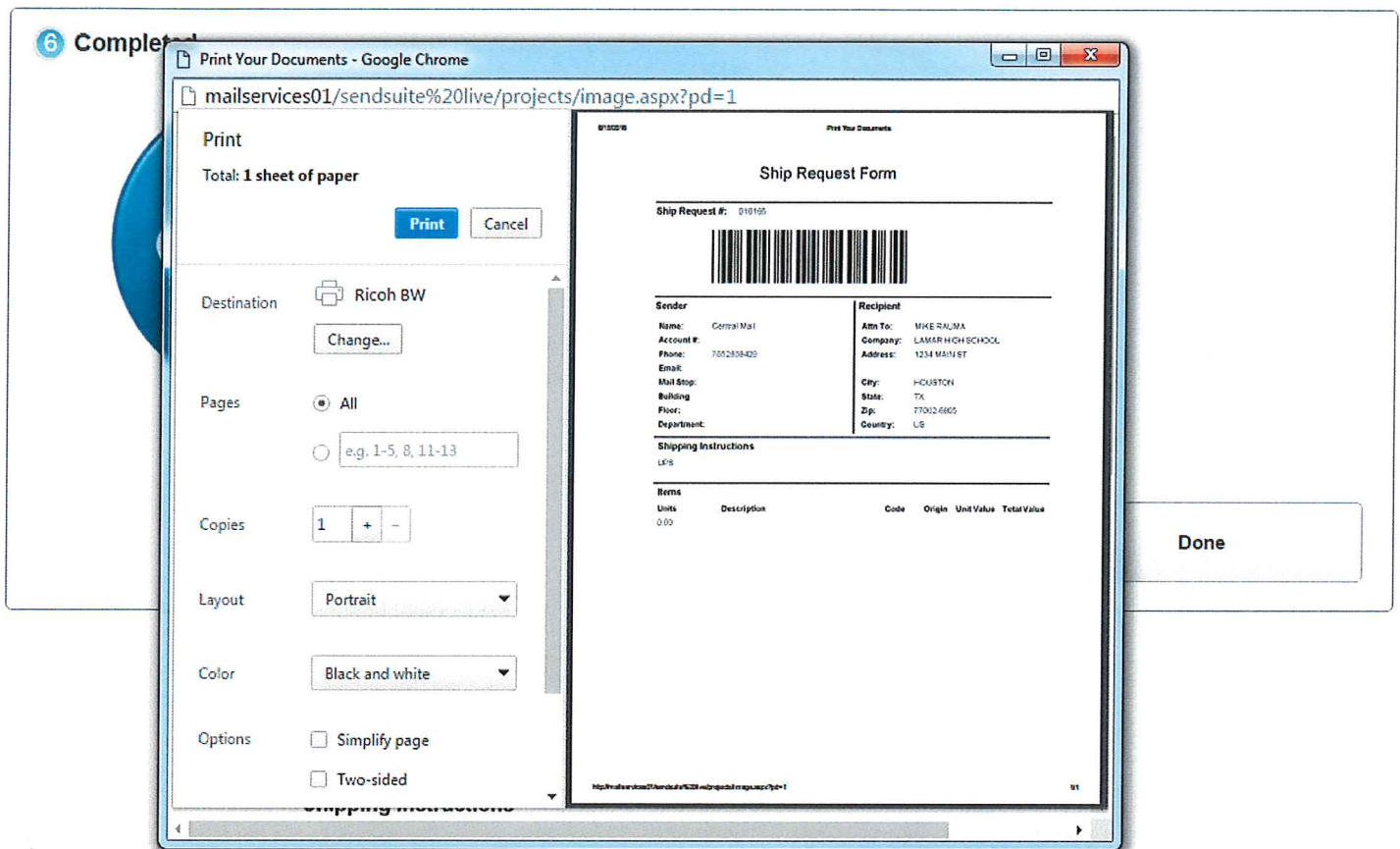
## Completion and Ship Request Form

Selecting **Next** will take you to the print screen to complete the printing of your Shipping Request Form. Print the Shipping Request Form and securely attach it to the package. There is no need to tape around every side so that we can easily remove the Ship Request Form when it arrives in the mailroom. Also, **write the Ship Request # on the package**. This will prevent unidentifiable packages due to misplaced Shipping Request Forms.



### Process Shipment

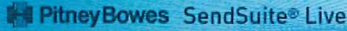
Send To   Contents   Billing and Services   Process Mail   Confirmation   **Completed**





## Completed


After successfully printing your shipping request form you will see the screen below, at which point the process is complete. Click **Done**. If your shipping request form did not print, see next page.



SSL Mailroom 2.14   SSL View 2.9   SSL Desktop 2.13

**Process Shipment**

Send To   Contents   Billing and Services   Process Mail   Confirmation   **Completed**

**6 Completed**

**Success**  
Your shipment has been processed successfully.

**Done**

Have your completed package available for Central Mail at your pickup areas.

Central Mail will pick up the parcel/package during regular mail pickup times and complete the weighing, processing and labeling for delivery at the campus Mail Center. You should be able to check on tracking/transaction information for your shipment from the main screen at any time.

We hope the features available in Send Suite Live will provide you with a better solution for tracking shipments, as well as costs, through Central Mail.

If you have any questions or need assistance please contact Central Mail @ 285-8429.

## Reprinting Ship Request Form

- 1) Make sure your Pop-up Blockers are allowed.
- 2) From the SendSuite Live Send To page, click on the Ellipsis next to **Recall Existing Requisition**.
- 3) Click on your last shipment and highlight.
- 4) Click on **Select** and your fields will populate.
- 5) Click on **Reprint Requisition** and your Ship Request Form should print.

### 1 Send To

[My Ship Requests](#) [Address Book](#) [View Shipments](#) [Support](#)

Ship From

Ship To

ship to search

attention \*

company \*

address \*

city \* state / province / other \*

zip / postal code \* country \*

phone \*

email

☐ residential address

☐ send email notification to recipient

☐ save as new address book entry

favorite name

favorite description

☐ update or save as new

recall existing requisition

Method

56432 - 1 Package(s)

56431 - 1 Package(s)

Select

Close

Requisitions

Identifier:

Status:

Search

56432 - 1 Package(s)

56431 - 1 Package(s)

Select

Close

Next >>

## Tracking your Package

- 1) Click on **My Ship Requests**- located at the top right of screen.
- 2) Click on small arrow next to the shipment you want to track.
- 3) The arrow will turn toward a long tracking number that will read processed.
- 4) Click on the long tracking number and it will bring up your tracking information.

**1 Send To**

**Ship From**

**Ship To**

ship to search

attention \*

company \*

address \*

city \*

state / province / other \*

zip / postal code \*

country \*

phone \*

email

☐ residential address

☐ send email notification to recipient

☐ save as new address book entry

**Favorites and Recent Recipients**

favorite name

favorite description

☐ update or save as new

recall existing requisition

**Method**

**My Ship Requests**

Identifier:

Status:

Search

**56432 - 1 Package(s)**  
Josh Jernigan, SA Boyce, Muncie, IN  
Generated

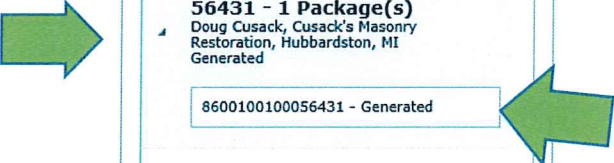
**56431 - 1 Package(s)**  
Doug Cusack, Cusack's Masonry  
Restoration, Hubbardston, MI  
Generated

8600100100056431 - Generated

Page 1 of 1-2 of 2 items

Close

Next >>



## **Send Suite Live Batch Upload Process**

**Sendsuite Live has the ability to process multiple addresses using a template if you don't want to enter each individual address. This process is recommended only if you have address information available from another source that you can export. Central mail only recommends using this template if you have more than 100 address to process. International addresses can't be utilized for this process. In the event an address could not be verified, that item would be returned to you.**

1. Complete Sendsuite Live.csv template
2. Import address template into Sendsuite Live Address Book
3. Process Ship Request for Imported Addresses

## Step 1 Complete Sendsuite Live.csv template

1. Download Sendsuite Live template
2. Copy address information into the template using excel, into the appropriate column.
3. Here is information that should be in each column for every address

“Organization” - Company Name

“Attention” - Recipients Name ( John W. Lavine)

“Address1” - Street Address

“Address2” - Second address if needed

“Address3” -MUST BE BLANK

“City” -City

“Region” -State

“PostalCode” -Postal Zip Code

(Make sure format is correct (Example 47340 or 47304-2312)

“Country” -US

“Phone” -Phone number if necessary

“Email” -Email number if necessary

“Residential” -Should be Zero

Organization	Attention To	Address1	Address2	Address3	City	Region	PostalCode	Country	Phone	Email	Residential
BSU Grad	John W. Lavine IV	2305 N Hollywood Ave			Muncie	IN	47304-2312	US			0
BSU Grad	Haley T Timble	130 E Berry Ave			Monrovia	CA	91016-4122	US			0

4. Save the .CSV file in an accessible location with a meaningful name for this group



## Step 2 Import address Template into Sendsuite Live Address Book

### 1. Open Sendsuite Live and select Address Book

**Process Shipment**

[Send To](#) [Contents](#) [Billing and Services](#) [Process Mail](#) [Smart Shop](#) [Confirmation](#) [Completed](#)

---

**1 Send To** **My Ship Requests** **Address Book** **View Shipments** **Support**

Ship From

Ship To

ship to search

attention \*

company \*

address \*

city \*

state / province / other \*

zip / postal code \*

country \*

phone \*

email

☐ residential address

☐ send email notification to recipient

☐ save as new address book entry

Favorite name

favorite description

☐ update or save as new favorite

Recent Recipients

recall existing requisition

Reprint Requisition

Method

Validate

Reset

Next >>

2. In the right hand side of the address book popup, select “Import”

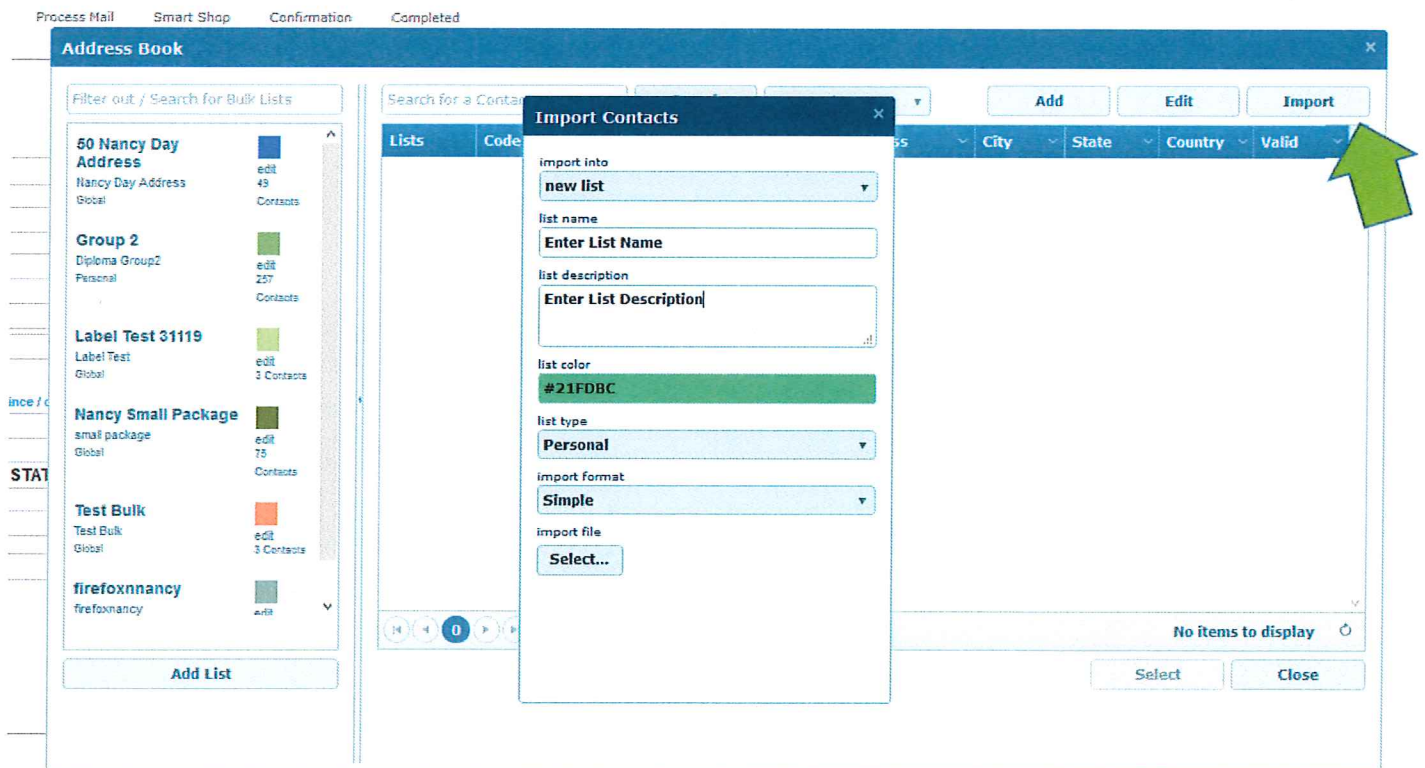
In the Import Contacts popup:

- a. In the “import into” drop down select “new list”
- b. Name the list (required)
- c. Add a list description (required)
- d. Change the list color (If desired)
- e. Select list type as “Personal”
- f. In the “import format” drop down select “simple”
- g. Click “select”

Select your file and click open

Click “Import Contacts”

Close the Address Book



### Step 3 Process Ship Request for Imported Addresses

1. In the process shipment screen select the Method tab
2. In the processing method drop down select Bulk list
  - a. In the bulk list of recipients, select the named address list desired
  - b. DO NOT check “group the bulk list contact in one request”
  - c. Select your “address list” from dropdown
3. Process Ship Request for Imported Addresses, click “Next”.

#### Process Shipment

[Send To](#) [Contents](#) [Billing and Services](#) [Process Mail](#) [Smart Shop](#) [Confirmation](#) [Completed](#)

#### 1 Send To

[My Ship Requests](#) [Address Book](#) [View Shipments](#) [Support](#)

Ship From	Ship To	ship to search	...	?
		attention *		
		company *		
		address *		
		city *	state / province / other *	
		zip / postal code *	country *	
		phone *		
		email		
		<input type="checkbox"/> residential address		
		<input type="checkbox"/> send email notification to recipient		
<input type="checkbox"/> save as new address book entry				

Favorites and Recent Recipients

favorite name	...	?
favorite description		
<input type="checkbox"/> update or save as new favorite	Clear	
Recent Recipients		
recall existing requisition	...	?
Reprint Requisition		

Method

processing method	Bulk List	?
bulk list of recipients	Nancy Small Package	
<input type="checkbox"/> group the bulk list contacts in one request		

Validate

Reset

Next >>

**NOTE: When processing complete, several ship requests will print at once. If your list is substantial, be prepared for numerous forms. You will have to click through each form even if you don't plan on using the form. Print until all completed, if using Pharos printer you can select print but then don't actually print and then print labels.**

Mail Services 2.1.8    VUE View 2.0    VUE Desktop 2.0.1

**Process Shipment**

Send To    Carrier    Billing and Services    Process Mail    **Confirmation**    Completed

**Confirmation**

shipment summary

US  
7032850420  
Shipping to this location:  
MINE RAUMA  
LAMAR HIGH SCHOOL  
1234 MAIN ST  
HOUSTON, TX 77002-6805  
US  
55555555

Carrier and Service:  
100-1000K  
First Class

Billing Information:  
US  
Carrier selection details:  
Shipment Date:

< Previous    Next >

Print Your Documents - Google Chrome

mailservices01/sendsuite%20live/projects/image.aspx?pd=1

**Print**

Total: 1 sheet of paper

**Print**    **Cancel**

Destination: Ricoh BW

Change...

Pages: ☒ All

☐ e.g. 1-5, 8, 11-13

Copies: 1    +    -

Layout: Portrait


Color: Black and white

Options: ☐ Simplify page

☐ Two-sided

**Ship Request Form**

Ship Request #: 043700



Sender		Recipient	
Name:	Central Mail	Attn To:	MINE RAUMA
Account #:		Company:	LAMAR HIGH SCHOOL
Phone:	7032850420	Address:	1234 MAIN ST
Email:		City:	HOUSTON
Mail Stop:		State:	TX
Building:		Zip:	77002-6805
Flow:		Country:	US
Department:			

**Shipping Instructions**

LAT8

Batch	Date	Description	Code	Origin Unit/Value	Total Value
0	32				

Shipping instructions

Print Your Documents - Google Chrome



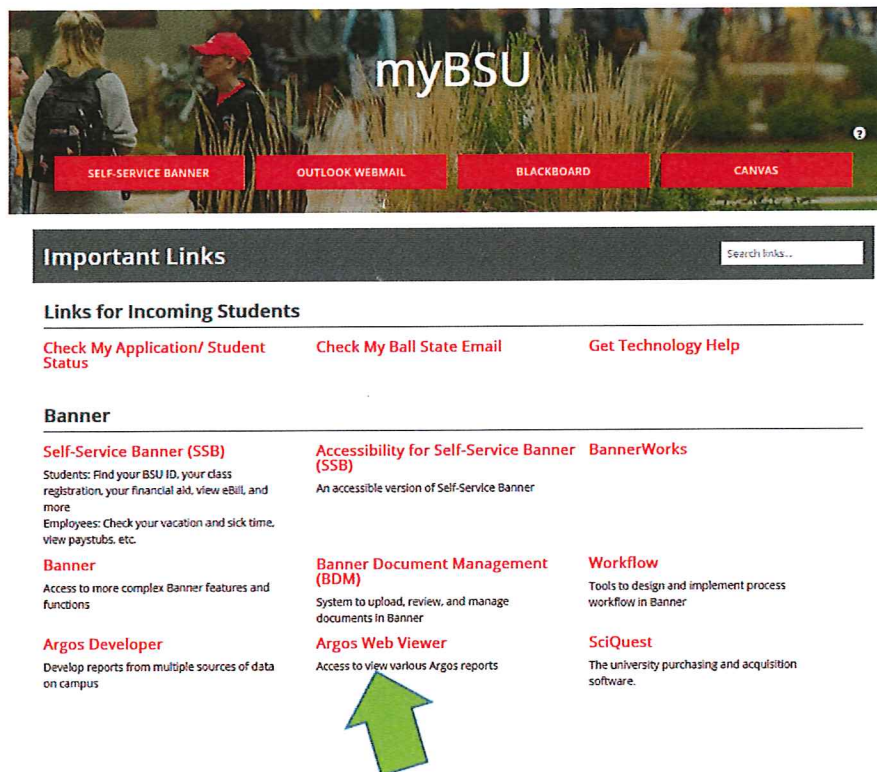
## Step 3 Ship Request Labels

If you have more than 100 ship request, you can utilize these labels to attach to item your items instead of using ship request paper with bar-code. **Note You must click through each form even if you don't plan on using the form.**

To utilize labels you must know Date Ship Request were entered and who entered and have access to Argos.

**\*Note\*** to use this label, department will need to purchase Avery 5163 labels. Its recommended labels be printed on a printer

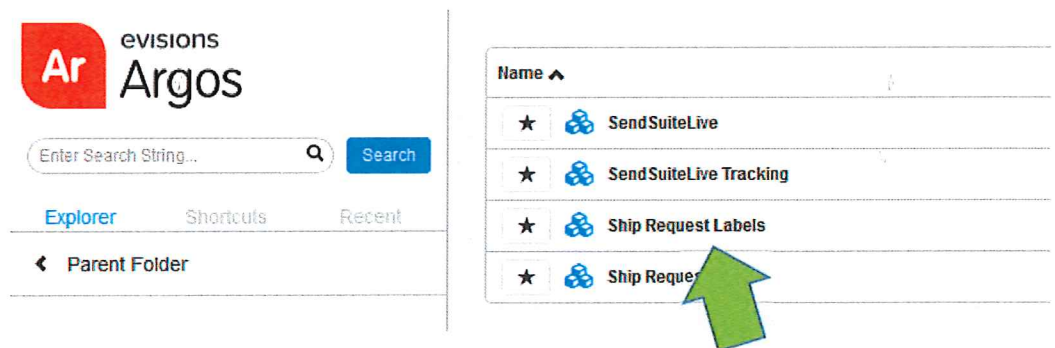
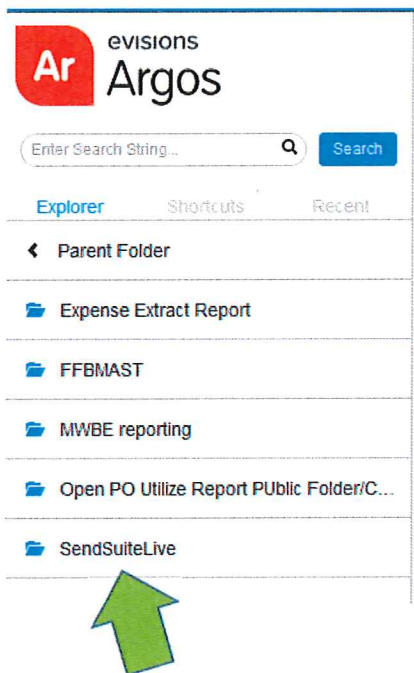
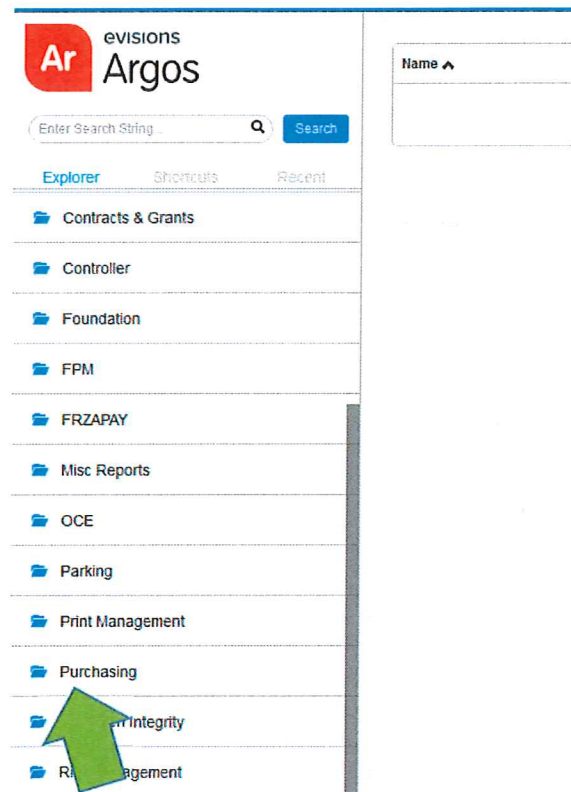
### 1. Step 1 Go to Argos Web Viewer





## 2. Find Report

Click on FI then click on “Purchasing”



### 3. Find Report

- A. Click on FI then click on "Purchasing"
- B. Select Start Date and End Date  
(If selecting one day Start Date and End Date will be the same)
- C. Select Name of person who created Ship Request  
(when you select name your will data appear)

Root > 3. PRODUCTION - INB (Datablock Designers, Report Writers, Report Viewers) > FI > Purchasing > SendSuiteLive > Ship Request Labels - Dashboard

Saved Dashboard Settings | Reports | Run

Date Entered Start: 05/28/2019

Date Entered End: 05/28/2019

ShipforUser Full Name

Alexa Rodebeck  
Amy Rench  
Beatrice Vicks  
Connie Clary  
Karen Lloyd  
Raymond Novotny  
Shandy Filipowski  
Shannon Smith

AccountNumber	Dept	Service	ShipforUserNan	ShipforUserFull	Status	ShipRequestNum	ReceiverOrgani	ReceiverName	ReceiverAddress	ReceiverAddress	ReceiverAddress	ReceiverCity	ReceiverReg
---------------	------	---------	----------------	-----------------	--------	----------------	----------------	--------------	-----------------	-----------------	-----------------	--------------	-------------

0 items

Root > 3. PRODUCTION - INB (Datablock Designers, Report Writers, Report Viewers) > FI > Purchasing > SendSuiteLive > Ship Request Labels - Dashboard

Saved Dashboard Settings | Reports | Run

Date Entered Start: 05/28/2019

Date Entered End: 05/28/2019

ShipforUser Full Name

Alexa Rodebeck  
Amy Rench  
Beatrice Vicks  
Connie Clary  
Karen Lloyd  
Raymond Novotny  
Shandy Filipowski  
Shannon Smith

AccountNumber	Dept	Service	ShipforUserNan	ShipforUserFull	Status	ShipRequestNum	ReceiverOrgani	ReceiverName	ReceiverAddress	ReceiverAddress	ReceiverAddress	ReceiverCity	ReceiverReg
100100_1700...	Library	First Class Mail	rjnovotny	Raymond No...	Generated	68871	FERRIS STAT...	ILL FLITE 140	1010 CAMPU...			BIG RAPIDS	MI
100100_1700...	Library	First Class Mail	rjnovotny	Raymond No...	Generated	68872	WASHINGTON...	WEIS LIBRAR...	7600 FLOWE...			TAKOMA PAR...	MD
100100_1700...	Library	First Class Mail	rjnovotny	Raymond No...	Generated	68873	ARKANSAS S...	ABINGTON LI...	1000 W IOW...			BEEBE	AR
100100_1700...	Library	First Class Mail	rjnovotny	Raymond No...	Generated	68874	ROLVAAG ME...	ILL	1510 ST OLA...			NORTHFIELD	MIN
100100_1700...	Library	First Class Mail	rjnovotny	Raymond No...	Generated	68875	UNIV OF OKL...	BIZZELL LIBR...	401 W BROO...	RM 103		NORMAN	OK
100100_1700...	Library	First Class Mail	rjnovotny	Raymond No...	Generated	68876	UNIVERSITY ...	ILL	1510 E UNIVE...			TUCSON	AZ
100100_1700...	Library	First Class Mail	rjnovotny	Raymond No...	Generated	68957	LIBERTY UNIV	JERRY FALW...	1971 UNIVER...	MSC BOX 710...		LYNCHBURG	VA
100100_1700...	Library	First Class Mail	rjnovotny	Raymond No...	Generated	68958	MANSFIELD U...	NORTH HALL ...	5 SWAN ST			MANSFIELD	PA
100100_1700...	Library	First Class Mail	rjnovotny	Raymond No...	Generated	68959	NORTHEASTE...	RW LIBRARY ...	5500 NORTH ...			CHICAGO	IL

9 items

## 4. Print Report

First make sure Avery Labels are in printer

Click on Reports, select “Ship Request labels Report”

Click on Run

Most Visited Getting Started Home testmy.bsu - Ball State University PunchOut training module my.bsu - Ball State University

Root > 3. PRODUCTION - INB (Datablock Designer) > Report Writers, Report Viewers > FI > Purchasing > SendSuiteLive > Ship Request Labels - Dashboard

Saved Dashboard Settings Reports Run

Ship Request Labels Report

Date Entered Start: 05/28/2019

Date Entered End: 05/28/2019

ShipforUser FullName: Alexa Rodebeck, Amy Rench, Beatrice Vicks, Connie Clary, Karen Lloyd, Raymond Novotny, Shandy Filipowski, Sherry Brown

AccountNumber	Dept	Service	ShipForUserNan	ShipForUserFull	Status	ShipRequestNur	ReceiverOrgan	ReceiverName	ReceiverAddress	ReceiverAddress	ReceiverAddress	ReceiverCity	ReceiverReg
100100_1700...	Library	First Class Mail	rnovotny	Raymond No...	Generated	68871	FERRIS STAT...	ILL FLITE 140	1010 CAMPU...			BIG RAPIDS	MI
100100_1700...	Library	First Class Mail	rnovotny	Raymond No...	Generated	68872	WASHINGTON...	WEIS LIBRAR...	7600 FLOWE...			TAKOMA PAR...	MD
100100_1700...	Library	First Class Mail	rnovotny	Raymond No...	Generated	68873	ARKANSAS S...	ABINGTON LI...	1000 W IOW...			BEEBE	AR
100100_1700...	Library	First Class Mail	rnovotny	Raymond No...	Generated	68874	ROLVAAG ME...	ILL	1510 ST OLA...			NORTHFIELD	MN
100100_1700...	Library	First Class Mail	rnovotny	Raymond No...	Generated	68875	UNIV OF OKL...	BIZZELL LIBR...	401 W BROO...	RM 103		NORMAN	OK
100100_1700...	Library	First Class Mail	rnovotny	Raymond No...	Generated	68876	UNIVERSITY ...	ILL	1510 E UNIVE...			TUCSON	AZ
100100_1700...	Library	First Class Mail	rnovotny	Raymond No...	Generated	68957	LIBERTY UNIV	JERRY FALW...	1971 UNIVER...	MSC BOX 710...		LYNCHBURG	VA
100100_1700...	Library	First Class Mail	rnovotny	Raymond No...	Generated	68958	MANSFIELD U...	NORTH HALL ...	5 SWAN ST			MANSFIELD	PA
100100_1700...	Library	First Class Mail	rnovotny	Raymond No...	Generated	68959	NORTHEASTE...	RW LIBRARY ...	5500 NORTH ...			CHICAGO	IL

< 9 items >

## **Send Suite Live Tracking**

**Once ship request has been processed in the Central mail room, end-users can lookup shipping information for multiple packages.**

**To complete this look up you only need to know the date range of when the ship request was completed and who completed. Items you can view include Tracking Number, Estimated Delivery Date, and cost per package.**

**You can view in just 4 steps.**

- 1. Open Argos Web Viewer**
- 2. Select correct report**
- 3. Select Criteria**
- 4. View or Print Report**

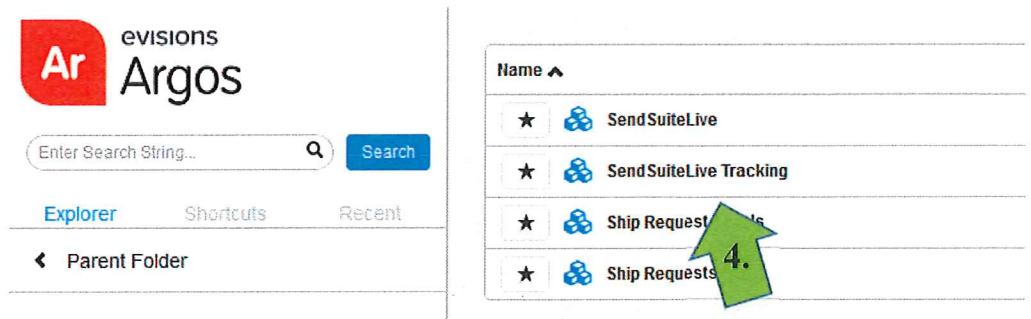
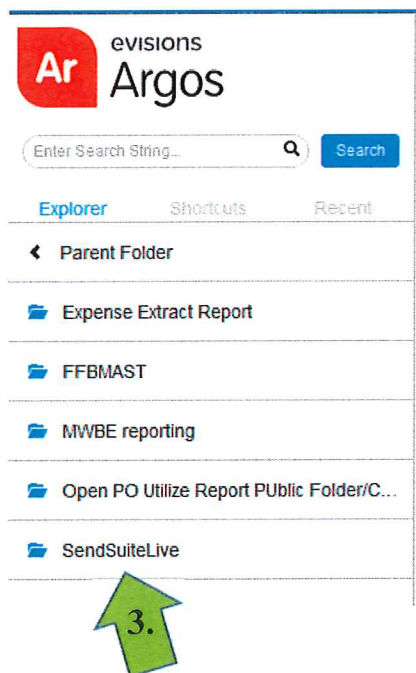
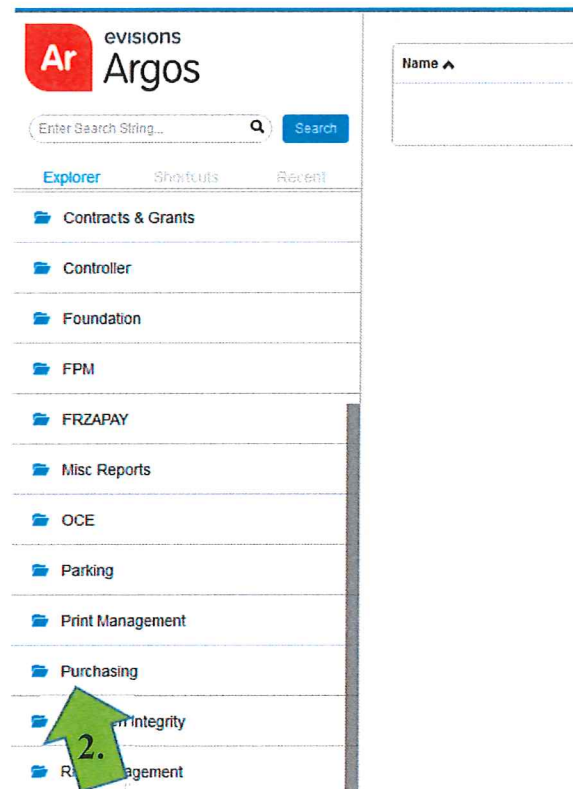
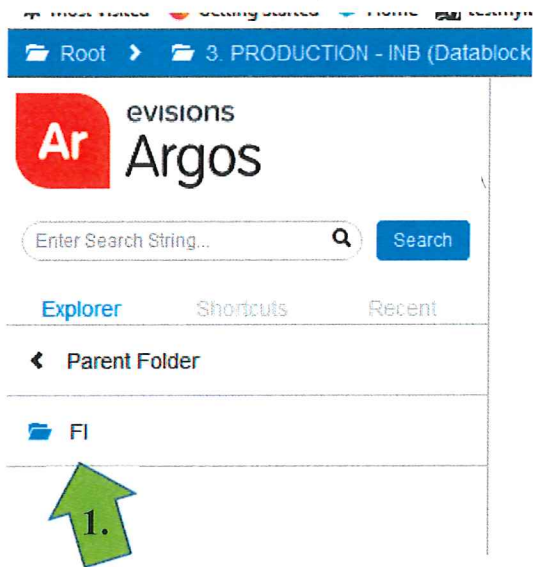
## Step 1 Open Argos Web Viewer

Go to <https://my.bsu.edu> (login if needed)

Click on Argos Web Viewer (login when prompted)

Click on Production-INB

## 2. Select correct report





### 3. Select Criteria

1. Select Date Start (Date your ship request completed)

2. Select Date End (Date your ship request completed)

3. Click on Name

(click on single or multiple names by holding down Cntrl Key)

Root > 3. PRODUCTION - INB (Database Designers, Report Writers, Report Viewers) > FI > Purchasing > SendSuiteLive > SendSuiteLive Tracking - Dashboard

Reports Run

Shipment Date Start: 05/01/2019

Shipment Date End: 05/30/2019

ShipforUser FullName

Amanda Bird  
Amy Rendh  
Angie Tule  
Annmarie Adams  
Anthony Rendh  
Ashley Green  
Bonnie Krupa

Date	TrackingNumber	Attention	Address1	Address2	City	State	Region	Weight	Surcharge	ShipCharge	Total	EstDeliveryCode	EstDe
2019-05-13	94001098986...	Robb Fine	8156...		Indianapolis	IN		0.962499976...	0	4.94	4.94	05/15/2019	05/15
2019-05-13	94001098986...	Alexandra Bil...	819 Plum		New Baden	IN		0.596249976...	0	3.85	3.85	05/15/2019	05/15
2019-05-13	78721105533...	M. Stephens	808 West		Muncie	IN		5.690000095...	0.27	3.95	4.22	05/14/2019	05/14
2019-05-13	78721822163...	Shandon Whit...	1762 East		Indianapolis	IN		17.5	0.31	4.52	4.83	05/14/2019	05/14
2019-05-15	94055098986...	Lewis Finch	8593 S 13TH		CADILLAC	MI		1.487499952...	0	7.61	7.61	05/18/2019	05/18

5 items

### 4. View or Export

1. Select report by clicking on arrow

2. Click on Run

3. Open or Save File

Root > 3. PRODUCTION - INB (Database Designers, Report Writers, Report Viewers) > FI > Purchasing > SendSuiteLive > SendSuiteLive Tracking - Dashboard

Reports Run

SendSuiteLive Tracking Report

Shipment Date Start: 05/01/2019

Shipment Date End: 05/30/2019

ShipforUser FullName

Amanda Bird  
Amy Rendh  
Angie Tule  
Annmarie Adams  
Anthony Rendh  
Ashley Green  
Bonnie Krupa

Date	TrackingNumber	Attention	Address1	City	State	Region	Weight	Surcharge	ShipCharge	Total	EstDeliveryCode	EstDe
2019-05-13	94001098986...	Robb Fine	8156...	Indianapolis	IN		0.962499976...	0	4.94	4.94	05/15/2019	05/15
2019-05-13	94001098986...	Alexandra Bil...	819 Plum	New Baden	IN		0.596249976...	0	3.85	3.85	05/15/2019	05/15
2019-05-13	78721105533...	M. Stephens	808 West	Muncie	IN		5.690000095...	0.27	3.95	4.22	05/14/2019	05/14
2019-05-13	78721822163...	Shandon Whit...	1762 East	Indianapolis	IN		17.5	0.31	4.52	4.83	05/14/2019	05/14
2019-05-15	94055098986...	Lewis Finch	8593 S 13TH	CADILLAC	MI		1.487499952...	0	7.61	7.61	05/18/2019	05/18
2019-05-16	94055098986...	Stephen D. H...	220 Chestnut	Bismarck	ND		1.170000097...	0	7.88	7.88	05/18/2019	05/18
2019-05-16	94055098986...	Holmes John	38 Madison A.	Nashua	NH		1.551249952...	0	7.88	7.88	05/18/2019	05/18
2019-05-16	94055098986...	Ben Runko	551 North Col.	Pearsons Hall	CA		1.127499952...	0	39.38	39.38	05/18/2019	05/18
2019-05-16	94055098986...	Jennifer Kru...	118 Gray Rd.	Oakdale	NC		1.127499952...	0	7.88	7.88	05/18/2019	05/18
2019-05-16	94055098986...	Karl Brehm	9914 Thayer	Charlottesville	VA		1.127499952...	0	7.88	7.88	05/18/2019	05/18
2019-05-16	94055098986...	Mark Jordan	48 Francis A.	Cambridge	MA		1.184300033...	0	8.5	8.5	05/18/2019	05/18
2019-05-16	94055098986...	Karl Stone	1407 East 62	Chicago	IL		1.127499952...	0	7.42	7.42	05/18/2019	05/18

12 items