



Package Inventory & Mail Management Service

Guide for PMTools® Users

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Encourage your customers to ADD auto-notify@justnotify.me to their whitelist to allow receipt of notifications.

PIMM\$ Package Storage Overview

PIMM\$ lets you charge fees for both package storage & quotas for PMB's & customers. ** PIMM\$ has adjustable pricing, quota limits, storage days & optional weekend day storage charges. **

PIMM\$ Best Practices

Make the Package notification useful for both your staff & your customers.

Enter senders name for all items. PIMM\$ quickly learns your top senders allowing entry with a couple of keystrokes. Choose the package type, it displays during checkout & may affect storage fees, (depending on your settings).

Enter relevant info in the Message field, damaged container, too big for bike, bring truck, etc.

During CHECKOUT, double check the name/PMB on the shipping tag matches the person/PMB picking up.

Scan each PIMM\$ package tag barcode as it crosses your counter before handing it to your customer. First scan selects the PMB, verifies it is current, generates a list of inventory items for the PMB, checks the box for the package, AND helps prevent releasing a package to the wrong person.

If you release items to the PMB or in a Locker, add IN PMB or IN LOCKER in notes section. These notes are included in the notifications, on signature tags, & display during Package Check-Out. Include a Signature Tag slip in the PMB along with a pen.

Digital signatures from CAYAN or Topaz HSB save time, avoid stress & make you organized. Find signature proof of deliveries in mere moments!

We suggest opening accounts for customers who receive frequent storage fees, place the storage fees on account, and give them a receipt each time. Bill for the fees at the end of the month rather than collecting each time.

T-Mobile actively blocks our messages. Let your customers know if they have T-Mobile, they will eventually need to contact T-Mobile customer support remove the block for <u>Auto-Notify@JustNotify.me</u> Sprint customers may also need to contact Sprint customer service.

Opening New PMB's

Save time & add Text & Email notification service when you open the box.

As soon as the transaction is on the CashMate(R) screen, switch to & restart PIMM\$ to refresh the customer list. Then go to Reports & print Back of Box & File Folder Labels. Using these labels in view of your new customer helps them have confidence in your organized service. Use the File Folder label checklist to verify you have everything needed for each & every mailname. Check in a 'Welcome Aboard' package for them, send a notification to give them a hands on experience for message receiving & the check out process.

Average Days in Storage is helpful to find the 'sweet spot' for number of days allowed with free storage, if any.

Run Current Inventory Aging Detail report at least twice a month to make sure your inventory is correct. Usual culprits for inventory issues are, items placed in PMB's & Lockers & not removed from inventory when picked up. Check Forwarded items out for both digital & physical PMB's to keep accurate inventory & correct storage charges.

Parcel Lockers - scan the package tags to make sure you have all items for the PMB, then [Print New Signature Tags] & include it in the locker. Next day retrieve the slip & check the item out of PIMM\$ to stop storage timer. Use the notes section for relevant information if using digital signature capture.

Setup PIMM\$

- 1. Open PIMM\$ Setup tab.
- 2. Enter your "reply to" email address.
- 3. Personalize outbound subject lines for Mail & Package notifications.
- 4. Edit the Package Header & Footer, less is better, especially for text messages.
- 5. Test print on a supported 4x6 thermal printer.
- 6. Activate & test optional Topaz HSB Model Signature pad or CAYAN if desired. Note, if used, Topaz HSB/Cayan is required to check out packages from stations releasing packages.

PIMM\$ Package Storage Overview

PIMM\$ lets you charge fees for both package storage & quotas for PMB's & customers. ** PIMM\$ has adjustable pricing, quota limits, storage days & optional weekend day storage charges. **

Some items may earn fees for both quota & storage. **

Quota counts each item checked in during the calendar month. When the quota allowance is met, every package item checked in the rest of the month has a fee, regardless of package type. ** PIMM\$ Storage timer starts midnight after arrival, crediting free or weekend days ** The storage timer keeps track of how many days items are in your custody.

Package Check Out includes a running tally of accrued charges for the items in each Check Out event. When you click [Release to Recipient], PIMM\$ alerts you of the pending fees being pushed to CashMate[®] beforehand so you can inform your customer. **



NON PMB Customers are charged for each package received & have NO allowed Quota.

PIMM\$ relies completely on CashMate[™] transactions for billing & accounting. If storage is active each checkout creates a CashMate[™] register transaction to be resolved with payment at time of delivery, charging to customer account, canceling, etc.

If you have already been using PIMM\$, look at Reports > Average Storage Days Chart report for a storage history overview. Note: if you are brand new to PIMM\$ or don't check items out to customers, this report may not have enough data to be helpful yet.

** (Based on your settings)

Already charging for storage?

Your clients are familiar with paying fees. You may need to make some adjustments to your process/fees to use PIMM\$ to apply storage fees. PIMM\$ limits package types & streamlines the process by not needing measurements or weights.

PMTools PIMM\$

PIMM\$ Package Storage Activation (Optional)

PIMM\$ > Setup > [Storage Fee Billing Setup]

 Notes: The setup function is available at all work stations, any changes deploy to the other network stations. Misc > View Logs documents events of Billing being turned off / on.



0.00

1.00

0.00

0.00

1.00

0.00

1.00

374

And Personnelling

Package ID: 130959

OverPkgQuota

CPkg Service Sender: Amazon Recipient: Arrived: 08/21/19 Trk: 9361289

Storage Days: 0

OverPkgQuota

CPkg Service Sender: Amazon Recipient:

Arrived: 08/21/19

Notes:

Check [X] Charge for storage & quota

[] Display warning before sending to CashMate[®] is initially checked by default. Sales transfer to CashMate[®] *without warning* when this message is turned off.

Create or edit 8 products in CashMate®



Note: PIMM\$ overrides CashMate[®] pricing for these 8 products so entering a price is optional. Product descriptions will appear on the customer receipt & should be descriptive for you & the customer. CashMate[®] only displays/prints product descriptions up to 13 characters. ON the customer of the cu

CPkg Service	Customer Package Service
OverPkgQuota	Over Package Quota
Storage LgBox	Storage Large Box
Storage Box	Storage Box
Storage PdEnv	Storage Padded Envelope
Storage Pak	Storage Pak
Storage Env	Storage Envelope
Storage Other	Storage Other



PIMM\$ Product Mapping

- 1. Fill in the blanks & map to your CashMate® products.
- 2. PIMM\$ Setup requires every package type to be mapped to save. Closing the form without saving clears any changes.
- 3. Once you have your settings complete, [Close Save Changes]
- Now PIMM\$ Package Check Out displays the allowances & fees during each Check Out as packages are added to the event.

PIMMS Charge Setup										
Charge for storage and quota?	Display war	ning before sending	to CashMate®							
Count and Days (for PMB's o	nly)			Charge for Weekends						
Quota - Number of packages allow (Use zero if PMB customer always	ed per month be pays.)	fore PMB customer	pays. 15	Count Saturdays						
Days Free - Number of free days before PMB customer pays for storage. (Use zero if PMB customer pays for every day not including today) 3 Count Sundays										
Fees and Product Maps										
Amount to Charge PMB for Items C	VER Monthly Qu	iota 1.00	Map to product	OverPkgQuota ~						
Amount to Charge NON PMB's Pe	Received Item	5.00	Map to product	CPkg Service ~						
Daily storage fees starts the	e day after pao	skage arrival.								
D.1. Jan ((D.	PMB's	Non PMB's	Management	Storpes LeBer						
Daily storage fee for Box	1.00	3.00	Map to product	Storage Lybox						
Daily storage fee for Large Box	3.00	5.00	Map to product	Storage Box ~						
Daily storage fee for Padded Env	0.00	0.00	Map to product	Storage PdEnv ~						
Daily storage fee for Pak	0.25	0.00	Map to product	Storage Pak						
Daily storage fee for Envelope	0.10	0.00	Map to product	Storage Env ~						
Daily storage fee for Other	5.00	15.00	Map to product	Storage Other V						
			Discard	Save						

Activate Text Messaging Option in PostalMate®



- 1. In **PostalMate® POS Register** > Mailbox > Tools > Settings > Service Options
- 2. Create or change an existing Service Option for Notification Service.
- 3. Change 'Standard' to 'Mail Notification' in the Type column for the Service option.
- 4. Click Mail Notifications on the left.
- 5. Select PMTools in the Notifications generated by drop down.
- 6. Verify PMTools is installed & Click [OK] to finish.

Add Optional Service to PMB in PostalMate®



- 1. In **PostalMate® CashMate® POS** > Mailbox > [Find Mailbox].
- 2. Find the PMB, then click the dropdown [Choose activity & click OK].
- 3. Scroll down to "add service option", click [OK].
- 4. Select the Mail Notification Service, click [OK].
- 5. Verify email/cell number, check at least 1 box to receive notices.
- 6. Repeat for each PMB requesting Text notifications.
- 7. See PC Synergy's <u>TechNote</u>, Setting up & using Mailbox Manager & Mail Notifications w/ PMTools for more information.

Edit Email or Text Addresses



- Back In PMTools PIMM\$ Package Check In or Mail Notification Tab double-click a Mailname or edit in CashMate[®] > Mailbox > [Find Mailbox] > [Edit] > [Mail Notifications].
- 2. Encourage your customers to **ADD auto-notify@justnotify.me** to their approved sender whitelist to improve receipt of notifications.

Package Check In

- 1. Find PMB & select recipient on grid.
- 2. Optionally search by MAILNAMES if no PMB on item.
- 3. Enter Package info
- 4. Scan Tracking barcode.
- 5. Click Stage if your scanner doesn't apply the carriage return.
- 6. Apply package tags as they print.

VSoftwareTools Inc.

800-778-4078

PMTools PIMM\$

💱 Package Inventory & Mail Manage	ement Service						_)	×	
Package Check Out Package Check In	Package Managemen	t Mail Notification	Package Reminder	Reports	Logs	Setup				
Find PMB	Active PMB's, Green=Notices can send, Double click to edit.									
PMB's Only Customer	PMB MAILNAMES	COMPANY	EMAIL	TE)	кт		PHONE1		^	
Search by PMB or Name	109		support@vsoftw	va 5039	9752836					
109	110		support@vsoftw	va			503-555-1234			
	110		support@vsoftw	va			503-555-1234			
Check In For Same Customer	111		support@vsoftw	va 5039	9752836		503-555-1234			
Single O Multiple	Green back	ground ind	licates abilit	y to r	eceiv	/e no	otificatio	ns		
O Multiple Same Sender/Pkg Type	112		support@vsoftw	va 5039	9752836		503-555-1234		5	
Enter Package Info	<							>	Ť	
Sender S	Staged									
Amazon Fulfillment	ID PMB F	RECIPIENT	SENDER		TRAC	KING		CARE	RIE	
Notes - Internal (0/125)	115598 - A	Jdrev Snow	Bob Smith Golf Clu	ubs	SDFSD	FSDFS		DHL		
Message/Location Prints on tags & email										
Possible DAMAGE SQUISHED Box										
Package Type										
Box C Large Box										
	٢								>	
O Envelope O Other	C	ear	Checked In							
Tracking / Info / Pkg ID	< Edit Fie	Ids Delet	e Today Repor	rt						
654654654654										
Stage >	Send Notifications	1 item	queued.							

- 7. Multiple stations may Check In Packages simultaneously.
- 8. [Edit] to correct errors before notifying.
- 9. Print Signature Tags / Send Notifications or Send Notifications for Topaz HSB users.
- 10.Place Signature Tags in PMB if used.
- 11. Topaz HSB / CAYAN users may print a PMB notice needed report.



PIMM\$ Today's Checked In Label & Optional Report

4	1 of 1 > >	∉ ⊗ ©	ed by Time	Page Width 🔻	Find	Next Report I	Date	The fo	llowing PMB 2/20/2016	's need Pkg 5 10:01 AM	Notices
	(Does not include staged)					4/28/20	017	142			
	PMB	Time	Sender	Trac	king / Carrier		PkgID				
	214	9:59:23 AM	Jose Luis Palacios	70151730000057262187 USPS			115812				1.12
	155	10:00:10 AM	Little Nevas Bakery	9305589843900471927771 USPS	1		115813				
	183	10:01:13 AM	Amazon Fulfilment	9381289674090240148892 USPS	2		115814				
	149	10:01:47 AM	Amazon Fulfillment	9374889674090198053099 USPS	9		115815				
	177	10:02:12 AM	Melaleuca	9274896900696555300208 USPS	32032		115816	5			
	133	10:02:39 AM	Jade bloom	9400110200829379403594 USPS	•		110817	(· · ·			
	310	10:03:12 AM	Lee Hasen tus	9400109099939892777000 USPS	5 2528.8		115010	1			
	212	10:04:10 AM	Northwest Horse Source	USPS 382692 419903558 0010120	17723		115820				
Package C	Check Ou	t to C	ustomer		7		Register of the second se	Applies and a service of the service			
1. Scar	n barcode	e on p	ackage t	ag or	- 1	4	PLD HERE			sigr	nature slip
as ti	ne	Ant			- L Ball	Ċ			-		
pack	kage goes	S ^{Y Pa}	ickage Inventory	& Mail Management	Sei Net	tern L Intee				-	
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disp	lays all			Submit 2	inventory ite	m(s) for	PMB 20	5			
itom	ac in	CH	K PKG ID 1	RACKING	CARRIER	SENDER	R F	RECIPIENT	DATE IN NO	DTES DAYS	PKG TYPE
iten	15 111		131100 12	Z7E06V603435/5/18	UPS	Nathan U	PS Store 👍	Me, and	08/27/19	2	Padded Env
inve	entory for	- 🖂	131120 93	374889674090550%	କ୍ଷ USPS	Amazon		hasey years	08/28/19		Padded Env
+hat	. ,										
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3. Scar	า										
rem	aining										
pack	kage tag										
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bard	codes for										
reci	nient	<									>
	prener				Storage Fees:	0.00	3 days free c	ounting for Sa	turdays, not counti	ing Sundays.	
4 Ann	licable				Quota Fees:	2.00	Quota per mo	onth: 15			Cancel This
	, including		Release to	Recipient F	Receiving Fees:	0.00			Print New S	Signature Tags	Checkout
Stor	age tees				Total Fees:	2.00					
ann	ear at				5	end to Ca	shMate®				
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bott	com of ch	eckou	it windo	w.			\$2.00 VCU V	will be s	ntinue thic	shockout?	you sure
							you w	ant to co	nunue this (	checkout?	
5. Kele	ease to re	cipier	nt dialog	reminds fe	es						
will	he sent t	o Cas	hMate®							Yes	No

#### PMTools PIMM\$

- 6. Topaz HSB/CAYAN users see the digital signature in real time & have the option to add notes to checkouts for reference & documentation
- 7. Storage/Quota Fees are sent to CashMate[®] for resolution with details.

#### Past Due PMB Warning

1. Appears during package checkout when package tag is scanned.

Past Due	$\times$	
	Mailbox 200 appears to be past due! Past Due Date: 11/1/2016 Do you wish to continue this check out?	
	<u>Y</u> es <u>N</u> o	

Signature	reprovery 19, 2	×
$\geq$	Dee	-
Notes: By Bob Smith		^
Notes will print or	Signature Report	
Accept	Clear Signature	Cancel

Р	ackage ID: 130959	0.00
0	verPkgQuota	1.00
c	Pkg Service	0.00
S	ender: Amazon	
R	ecipient:	
A	rrived: 08/21/19	
т	rk: 9361289( 7	
S	torage Days: 0	
Ň	otes:	
*	**********	
Р	ackage ID: 130961	
	g	0.00
0	verPkgOuota	1.00
Ċ	Pkg Service	0.00
s	ender: Amazon	
R	ecipient:	
А	rrived: 08/21/19	
т	rk: 9361289	
s	torage Davs: 0	
N	otes:	
*	*****	
Р	ackage ID: 130962	
		0.00
0	verPkgQuota	1.00
C	Pkg Service	0.00
S	ender: Amazon	
R	ecipient:	
A	rrived: 08/21/19	

#### Wrong PMB Warning

1. Warning appears if the wrong package is scanned during a multiple piece checkout

🕅 Wrong PM	18	×
Gr mong m		~
89 is not a	package inventory item listed for PMB 200	
ок	Must click mouse or touch screen 😣	

#### Multiple Packages, Customer only Taking Some

1. Scan package tag barcodes for items customer is taking now, then Release.

#### New signature tag prints for items remaining in inventory

Tracking .	/ Info	/ Pkg ID	

## Returning Packages to Inventory

if not using CAYAN/Topaz HSB

- 1. Enter package tag barcode in Tracking / Info / Pkg Id at Package Check In.
- 2. Item returns to active inventory & storage time continues/resumes.

Return Package	$\times$
Do you wish to return package tag 110019 back to inventory?	
Yes No	

#### **Troubleshooting Notifications / Logs**

Notification Logs are automatically purged to contain only outbound message records for the last 90 days. Logs is your "Go To" for customer not getting messages.

PIMMS	Notifi	cations sent logs							
(The logs go back 3 months max. Sorted most recent to top.)									
Refresh Sent Logs Replies									
<< < >	Go to				Page: 1 of 2	255 Records: 5099			
Search	<b>PMB</b>	Sent To	<u>Subject</u>	Flag	Date Rec	Date Sent			
E	226	laan jallievoriden vi. con	Mail Time ! ! Bour	nced	2016-02-20 12:16:37				
EQ	226	3405207070	Mail Time!!!	Bad	2016-02-20 12:16:37				
ET,	225	od bollinger @gmail.com	Mail Time!!!	Sent	2016-02-20 12:16:36	2016-02-20 12:18:25			



1. Refresh & then click "Flag" to sort for "Bad" or "Bounced" flags.

- 2. Search by PMB if needed for high volume locations.
- 3. Correct, test & save in Edit Notifications on Check In or Mail Notification tab.
- 4. Click the Icon to view the content sent in the message.
- 5. Successfully send a test text message (PMB notification service required in CashMate®)
- 6. Save to update the cell carrier in PIMM\$.

Notification Methods		
🗖 Email	Address:	Test Construction (1)
Text	Phone:	Test Sending Message(s)

7. Bouncing addresses, once you verify an email address is good, contact us support@vsoftwaretools.com to remove that flag.



T-Mobile customers need to contact T-Mobile directly to request delivery of messages from auto-notify@justnotify.me

Email customers should check their Spam/Junk folders & flag your messages as 'Not Junk', they can also add auto-notify@justnotify.me to their address books with this 2D barcode.



#### Package Management

Filter display as needed, also used to show signature proofs for Topaz HSB/CAYAN users.

🖇 Package Iı	nventory	& Mail Management S	ervice	2					X
🔇 Package	Inventory	/ & Mail Management	Service				-		×
Package Cheo	ck Out   P	ackage Check In Pack	age Manag	ement   Mail Notific	ation Packag	e Reminder Reports	Logs Setup		
C All items	s in invento	ny <b>or</b> c	<ul> <li>Items stil</li> <li>Items Ch</li> <li>VOIDED</li> <li>Items In</li> </ul>	l in inventory Check ecked-Out between Items Checked-In b / Out / VOIDED bet	ed-In between etween ween	2/17/2016	• and 2/	17/2016	•
Search By PMB PKG ID	C C	RECIPIENT Search			Clear	Signature	S Church	-y-	
	DMD			TRACKING			MECCA	20	DECID
104020		Person News		1 000 142 10402	Other	NOTES	MESSAU	aC	RECIP
104026	75	Popcom News		1202400720040	Other				Dorsey
104027	77	ropcom News		1203436/20348	Other				Calcul
104077	70	websites for nire		AU; FLRJASFAJS	UCDC		test	le too hi	Japoni
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		PMR	Sender		Trackin	Pag	e 1 of 1		
	14	42 acgse	Condo	1315150 USPS	80000006471330	g roundr	110160		
	2	checked Out and Signed /17/2016 2:38:35 PM	Picked up	b by George	C	Se o d	Junear		

#### **Package Reminders**

Send reminders for packages hanging around too long.

Main customer name displays regardless of Mailname from Check In.



U Faci	waye inveni	ory or ivial	i manayemeni	Service						~
Package	Check Out	Package	Check In Pack	kage Management	Mail Notification	Package Reminder	Reports	Logs Setu	p	
The mes XX/XX/X NOTE: C	sage "Remir XX" plus the Cell phone ca	nder: You st message b arriers will br	ill have XX pack elow will be sent eak up message	ages to be picked u to all checked. Is longer than 144 c	up. The oldest was haracters to multip	received on e messages.	Current F (Double of	Reminder Li click to edit	st notifications :	settings)
You still h day base	nave packa <u>c</u> d on the size	jes to picku e/type of ite	p! Storage fees : m	start after the 3rd	Items that	at have been in invent B's Only 🔿 Custom	ory for 4 ers (non PM	days of B)	r more Re	fresh
Send	PMB	Pkgs	Checked In	Box Holder		Company		eMail	Phone	^
	83	1	08/28/2019	Minute State				othered.	807408017	
	88	1	08/28/2019	Name Trade		Bask Coartsy N	-	renote.	80-170-128	
	107	1	08/23/2019	Namy Handle						
	121	1	08/28/2019	Annes Happing				animate.	0405770307	
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	139	1	08/28/2019	Sharen Steel				-	80984403	
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	148	1	08/28/2019	Anthony Hoop	-			400.075	60.012.011	
	180	1	08/27/2019	Miles Team				100.0	80.04-010	
	203	1	08/26/2019	Family Taple				patrante.	100010-0001	
	205	2	08/27/2019	come cannon				(Burnt)	4854510447	
	208	1	08/27/2019	Number Care	-			-shpecifi	01-00-003	
	9001	2	06/13/2019	innine Beau				optications.	80-80-012	
	10016	1	08/26/2019	Hoder No.				-	40.716-880	
	10022	1	08/28/2019	Cameron Son	0	Fuzzy Walkup Int	Listnes	ounsele	2002100515	~
Sen	d notificati ci	on remind ustomers	lers to the 0					Check /	All Un-Che	eck All

	10013	inc.		500 77	5-4070	,					Πνπνιγ
∕lail Notifi	cation	IS									
1. Upda	ate me	ssage if need	ded.								
2. Enco to th notif	urage eir apı icatior	customers to proved sendo ns.	o <b>ADD auto</b> er whitelist	- <b>notify</b> to allo	<b>@just</b> w rece	<b>notify</b> ipt of	.me	Нооч	er, Bar Phi	ry one: 8007784	1078
3. Selec Maill	t PME	s to notify fr orksheet wit	om BOB (B h barcode s	ack of E canner	Box) ba	arcode	e or	7	<u>      </u> 3	Haover	, Barry
4. Send	Notifi	cations.			-						
Page 1 of 5	]	Mail Only PMB Custo	box Noti mers having a mear emai	fications of text or e	on W email and ha	orks ave sendin	heet g options	t	Copyrig	B0B2014 v2 ght 2014 VSoft	2.0 WareTools, 1
ox Fir Co	st & Las ompany	st Name Name		Has Mail	Has Box	Vital Mail	Over- flow				
74 Bud Mo	Entee										
75 Ceil Do	rsey		, , , , , , ,								
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#### Reports

### Current Inventory Aging Detail

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	PIMMS	ntom Aging Data			Re	port Da	ite
	current mve	ntory Aging Deta			3/	/24/2014	4
	PMB / Phone	Recipient	PkgID	Sender	Tracking / Carrier	Date In	Days
	74 Ph: 8007784078	McEntee, Bud	104028	Western Living	798200384415 FedExE	3/13/2014	10
		McEntee, Bud	104038	Live Like a Westerner	9374820125787898857004 USPS	3/19/2014	4
	75 Ph: 800-778-4078	Dorsey, Ceil	104028	Popoarn News	1-908-142-19482-9048089 Other	3/12/2014	11
		Dorsey, Ceil	104027	Popoarn News	120349872094871239487241987 Other	3/12/2014	11
	76 Ph: 800-778-4078	Kaplas, John	104029	Postal Dispatch News	1Z5R91F50614202237 UPS	3/13/2014	10
		Kaplas, John	104040	Make Moving Suck Less	9114901159818297531158 USPS	3/24/2014	0
	78 Ph: 8007784078	Hoover, Barry	104033	Beta Testers Anonymous	1Z8 Y9R 128499362802 UPS	3/19/2014	4
Ŀ	79 Ph: 800-778-4078	Platt, Dave	104031	Efficiency in Motion	71039628594212925315 USPS	3/13/2014	10
	80 Ph: 800-778-4078	Bournis, Charlie	104034	Make \$\$ with UPS Dropoffs	9611019098797100008924 FedExG	3/19/2014	4
	82 Ph: 800-778-4078	B, LaShunda	104030	Churchills Fan Club	71039628594212926480 USPS	3/13/2014	10
	84 Ph: 800-778-4078	Bernstein, Bruce	104037	Space Camp Nigeria	8013693041 DHL	3/19/2014	4
•							•

#### **Current PMB Inventory Summary**

-	PIMMS Rep	port									x
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	PIMM Total	IS Current Package Inventor 5 Per PMB Report	y Summary						Re 4	<b>port Date</b> /28/2017	
	PMB	PM B Box Holder	Phone	ВX	LG	PK	PD	EV	OT	Totals	
	74	Bud M cEntee	8007784078	1	1	-	-	-	-	2	1
	75	Ceil Dorsey	800-778-4078	2	-	-	-	-	-	2	1
	76	John Koplos	800-778-4078	2	-	-	-	-	-	2	1 🛄
	78	Barry Hoover	8007784078	-	1	-	-	-	-	1	
	79	Dave Platt	800-778-4078	1	-	-	-	-	-	1	
	80	Charlie Bournis	800-778-4078	1	-	-	-	-	-	1	
	82	LaShunda B	800-778-4078	-		-	-	1	-	1	
	84	Bruce Bernstein	800-778-4078	-	-	-	-	1	-	1	
	88	Sasha Sartini	800-778-4078	1	-	-	-	-	-	1	
	94	Don Hadan	800-778-4078	-	1	-	-	-	-	1	
	100	Perry Badar	800-778-4078	1	-	-	-	-	-	1	
			Totals	9	3	0	0	2	0	14	
							1	1			-

Page 14

#### **Mailbox Notification Worksheet**

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	Box	First & Last Name Company Name		Has Mail	Has Box	Vital Mail	Over- flow	Add a name	See Us		E
	74	Bud McEntee		Ø							
	75	Ceil Dorsey									
	76	John Koplos		e							_
	77	Sandi Sabonis									
	78	Barry Hoover	<b>N</b>								
	79	Dave Platt		₫							
	83	Ron Hodges		₽							
	84	Bruce Bernstein									
	87	Laura Beaver									
	88	Sasha Sartini									-
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#### Average Days in Storage



Page 15

#### **Filtered Reports**

#### Back of Box Label with Barcode

Quick access to Mailnames & barcodes for mail notification (also available on PMB worksheet).

#### File Folder Label for PMB

Print this label when you open a new PMB or need to tidy up files.

	78 Hoover, Barry
	Phone         8007784078         Opened         9/27/2008           1673         S Market Blvd #78         CHEHALIS, WA 98532
Hoover, Barry	
Phone: 8007784078	1583 ID1 ID2 Key Nite Hoover, Barry
BOB2014 v2.0 Copyright 2014 VSoftwareTools, Inc.	
	BOB2014 v2.0 Copyright 2014 VSoftwareTools, Inc.

#### Package Storage

🔰 PIM	IMS Repo	rt							$\times$
For	PMB	81 (leave	blank for all)	Betwe	en 3/ 1/2017	and	4/28	3/2017 🔲 ·	•
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						Dan		-1	
			Package Stor	rage for H		Rep 4/2	011 D	atte 7	
			Date Cr	тескеа О	ut	4/2	0/20	1	
			3/1/2017	to 4/28/2	2017				
	РМВ	Sender	Tracking	Carrier	Check-In	Check-Out	Туре	Days	
	81	HP Service Center	786247624160	FedEx	4/17/2017 10:37:53 AM	4/17/2017 3:20:17 PM	BX	1	
		HSN	1Z1A553W0343105570	UPS	4/17/2017 12:11:12 PM	4/17/2017 3:20:17 PM	BX	1	
		HSN	1ZE7F8380328319448	UPS	4/18/2017 1:37:05 PM	4/20/2017 2:46:51 PM	BX	3	
		Asurion	1ZW7226V0390540640	UPS	4/20/2017 11:50:09 AM	4/20/2017 2:46:51 PM	BX	1	
		American Lake Div.	9274890158157559202856	USPS	4/21/2017 10:07:22 AM	4/21/2017 2:42:37 PM	РК	1	
		Seattle Division	9274890158157560742099	USPS	4/26/2017 10:48:52 AM	4/26/2017 1:51:02 PM	РК	1	
					Total Storag	e Days all Pac	kages	63	
				-	Total Stora	ige Days Boxe	s (BX)	30	
					Total Storage Da	ys Large Boxe	s (LG)	2	
				Total St	orage Days Pag		s (PD)	10	
					Total Storage I	Days Envelope	s (EV)	0	
					Total Stora	age Days Othe	r (OT)	0	
					Total Count of	Package Chec	k In's	48	

#### Package Storage Summary For Checked Out

Simple report shows total packages in/out & total days of storage for selected date range.

#### Package Storage Summary for PMB by Date Checked Out 7/1/2019 to 7/31/2019



РМВ	Box	Large	Pak	Padded	Envelope	Other	Total Pkgs In/Out	Total Days in Storage
74	0	0	1	1	1	0	3	10
76	4	0	1	0	0	0	5	5
79	14	3	1	7	0	2	27	50
80	0	0	0	1	0	0	1	1
83	4	1	1	4	0	0	10	23
84	3	0	0	1	0	0	4	7
85	8	0	1	1	2	0	12	27
87	0	0	0	0	0	1	1	4
88	1	0	0	0	0	0	1	3
89	13	0	1	2	0	0	16	32
90	4	0	2	5	0	0	11	19
92	1	1	3	1	0	0	6	25
05	0	0	0	4	0	0	4	0

#### Report Date Package Storage and Quota Billing for PMB by Date Checked Out 8/30/2019 7/1/2019 to 7/31/2019 Page 3 of 3 Days Incl. Check-In Daily Storage ıg mier/Type Days Days Days Quota Fee * Package Storage and Quota Billing for PMB by Date Checked Out Report Date Check-Out Fee In to to Bill Fee 8/30/2019 Store Count Free 7/1/2019 to 7/31/2019 Page 1 of 3 ort Date 7/24/2019 3 2 3 0 \$1.00 Daγs Daγs to Incl. to Bill 2019 7/26/2019 7/25/2019 2 3 0 \$1.00 1 7/26/2019 orage Fee \$1.00 0 \$1.00 7/26/2019 0 3 0 \$1.00 1 -\$1.00 7/26/2019 \$1.00 \$1.00 \$1.00 7/26/2019 0 \$1.00 1 0 з -\$1.00 \$1.00 7/26/2019 \$1.00 7/26/2019 1 0 3 0 \$1.00 _ \$1.00 7/26/2019 \$1.00 \$1.00 7/26/2019 0 3 0 \$1.00 1 \$1.00 7/26/2019 \$1.00 7/29/2019 2 1 3 0 \$1.00 Arboy Da -\$1.00 7/30/2019 \$1.00 7/30/2019 0 З 0 \$1.00 \$1.00 1 \$1.00 7/30/2019 7/5/2019 \$1.00 7/30/2019 1 0 З 0 \$1.00 \$1.00 7/30/2019 0 3 0 \$1.00 7/31/2019 0 0 1 3 \$1.00 \$1.00 7/31/2019 \$1.00 \$1.00 Padcage By Package Type Storage Days Days Days Store Quota \$1.00 Count Days to Incl. to Fees Fees \$1.00 Bill Count Free 33 71 7 93 0 \$3,00 \$23.00 \$26.00 Days to Court - Days in Sche exclusing armain day and werkend days in setup. Days Ind, Free Toys in setup to include for no fee. Days to Bill = Actual number days used in billing. (Days to Count - Days Incl. Free) - Outst Even sen control ours from which month. 3 5 1 9 0 \$2.00 \$2.00 4 8 0 9 0 \$3.00 \$3.00 Padded Envelope 12 21 6 30 0 \$9.00 \$9.00 Envelope 1 4 0 3 0 \$1.00 \$1.00 Other 0 3 0 \$1.00 \$1.00 1 1 Total Packages 54 Storage Fees \$3.00 Total Period Storage Count 110 Total Days Counted All Items 14 Quota Fees \$39.00 Total Storage/Quota Fees for Period \$42.00 This report includes details for all items processed during a specified date range.

This report includes details for all items processed during a specified date range. Items must be checked out of inventory to appear. Some items may have been checked in during the prior month & exceeded last months quota limit. They will appear in order based on the date of checkout. PIMM\$ records your current fee & quota settings at the time or release. If you adjust pricing during the time period the pricing /quota will reflect the change

PMTools PIMMS Billing Report Copyright 2019

VSoftwareTools, Inc. (www.VSoftwareTools.com)

Your Shipping Store 12345 S North Street Brooklyn, NY 11210 360-748-1488 August 29, 2019

#### Storage Rate Sheet for Your Shipping Store

#### Quota per Month

15 check-ins per month included with Mailbox service. \$1.00 fee applies for each package over 15 allowed check-ins.

Type of Package	PMB's fees	Non-PMB's fees
Daily Storage Fee for Large Box	3.00	5.00
Daily Storage Fee for Box	1.00	3.00
Daily Storage Fee for Padded Envelope	0.00	0.00
Daily Storage Fee for Pak	0.25	0.00
Daily Storage Fee for Envelope	0.10	0.00
Daily Storage Fee for Other	5.00	15.00

#### Daily storage fees begin after 3 days of free storage

This rate sheet report displays store info, pricing, quota and free time based on your settings.

Prices are subject to change without notice. Some packages may have fees for both quota and storage.

#### Virtual PMB's in PostalMate®



In CashMate[®] POS at MASTER Station Mailbox > Setup & Preferences > Rates

If all 4 PMB Size/Types are active you can still add additional number range for Virtual PMB's. Manually edit pricing when activating boxes in this range if needed.

Size	s/Types:	IMONU	5 MOI	1015	0 MOR	TUTS	12140	nuns
Enabled:	Description:	Rate	Rate/mo	. Term	Rate/mo	. Term	Rate/mo	. Term
$\checkmark$	Personal	\$27.00	\$25.00	\$75.00	\$23.00	\$138.00	\$20.00	\$240.0
$\checkmark$	Business	\$35.00	\$33.00	\$99.00	\$31.00	\$186.00	\$29.00	\$348.0
V	Corporate	\$39.00	\$37.00	\$111.00	\$35.00	\$210.00	\$33.00	\$396.0
<b>⊘</b> Departme	Virtual Mailbox ent (required): Mail	\$18.00	\$14.00	\$42.00	\$12.00	\$72.00	\$10.00	\$120.0
Departme	Virtual Mailbox	\$18.00	\$14.00 •	\$42.00	\$12.00	\$72.00	\$10.00	\$120.0

osits & Fees Mai

Service Options Mail Notifications Dep

Sizes and Rates

- 1. Click Enabled to activate the 4 Size/Type.
- 2. Enter a Mailbox PMB Type.
- 3. Enter a price for this service level if needed.
- 4. Ok to save the new changes.

#### Add Mailbox Range



Be careful. Boxes are added in a group but deleted one at a time.

- Return to Mailbox > Setup & Preferences > Mailboxes > Add Mailbox Range tab
- 2. Enter your beginning & ending PMB number.
- 3. Select your new PMB Type from the dropdown.
- 4. Confirm the Type & Number of boxes are correct, then, Click Ok.
- 5. All Done! The new boxes are available for immediate use.



6. Encourage your customers to **ADD auto-notify@justnotify.me** to their approved sender whitelist to allow receipt of notifications.

Add Mailbox Range			×						
Add Mailbo	k Range								
Mailbox nu	mbers	Size/type							
Begin:	9025	Personal							
End:	9051	Personal Business Corporate							
PkgReceiving The specified range of mailboxes will be added to the system. By default their status will be set to "Available."									
	ок	Cancel	<b>?</b> Help						

Cloc on a rate cel	to select)	2	6 000	12 mos	1.	julios column needa	igs to re-sort)	
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Plus intial amounts:						9007		
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			Service d	eposit:		90.00		
			Setup fee	8.00		9011		
						9012		
						9013		
						9014		
						9015		

Example letter to clients courtesy of Joel Altsman at Pak Mail Anderson Mill

Dear Mailbox Customer,

As you are no doubt aware, the last several years have seen a dramatic increase in ecommerce. This has, naturally, resulted in a large increase in how many packages we receive for our mailbox customers.

We are happy to receive these packages for you and keep them safe, however, we have limited space to store them and lately the volume has strained our capacity. If you review your mailbox agreement, you will see that it calls for you to pick up packages within 24 hours of delivery. We have never enforced this provision – and do not intend to start now. However, we do need to place some limits on how long packages can be here.

Beginning MONTH, DAY, YEAR we will need you to pick up your packages within three days of delivery. After the third day we will need to assess a fee of \$1.00 per package per day for storage. You will need to pay this fee in order to pick up your past due packages.

We understand unforeseen circumstances can arise and we will work with you should you be unable to make it here in time. Just give us a call and we'll work it out with you.

Although this is a change, the vast majority of you already pick up your packages in a timely manner and will not be impacted by this at all.

We value your business and the trust you place in us to keep your packages safe and secure, out of the weather, and out of the hands of porch pirates. Please help us help you by picking up your packages in a timely manner.

Thank you,

Your Shipping Store Name







## ADD auto-notify@justnotify.me

#### Additional Assistance

#### Getting Support on the web

At www.vsoftwaretools.com you may review FAQ's, Known Issues & submit a Help Ticket.

#### **Contacting Customer Support**

E-Mail: support@vsoftwaretools.com

Phone: 800-778-4078, ext 1 Fax: 503-828-9073