

ONE SEARCH FOR DEPOSIT SHIPMENTS

The One Search tool provides an optimized and increasingly intuitive search engine framework that is the future of transaction search and reporting. This search framework will eventually replace all search screens and reporting. The first search is for deposit shipments.

What is the One Search for Deposit Shipments tool?

- Optimizes the search process by providing one place to search and view all deposit shipments across all locations
- Provides a solution for easily finding shipments by store, tracking number or amount as well as identifying mailers trapped in store or in transit
- Provides enhanced exception report queries to allow users more flexibility in which information is showcased
- Provides the ability to add or remove important data elements showcased in the search
- Provides the ability to save, share and email reports

Why use this tool?

- Leverages enhanced exception report queries to streamline the search process
- Provides increased flexibility for searching and viewing data
- Reduces time spent formatting data and reporting

How does it work?

- Access by selecting “Analyze & Report” in the navigation bar then “One Search”
- Enter specific search criteria by entering a tracking #, location #, or a dollar amount
- View suggested pre-defined search queries by selecting the ? button
- Select the X button to clear all information from the search bar
- Additional pre-defined search queries located under “Exceptions” and “Analysis” assist with locating mailers trapped in store or in transit
- Exceptions showcases mailers that are in the current state of the search criteria selected
- Analysis showcases mailers that were in the current state of the search criteria selected at some point during the mailer’s journey
- Select the “Choose Columns” button to customize the data selection prior to downloading the report

- All reports can be saved by selecting “Save My Search”
- By selecting “Use Relative Dates,” future searches will pull data for the date range selected relative to the date the report is being pulled
- Save, share and/or email the report