# Vmail – Generate CN Documents

**February 25, 2020**

DESC/RTES™

The **Generate CN Documents** document will provide you with step by step instructions to access CN Reports via the most common scenario.

This document does not encompass all possible scenarios. Instead, it gives the user instructions on how to use the software via the 'Happy Path' (the most common, least complicated method of using the software). Exceptions exist and are addressed in the Velocity Mail training manual, as well as the Train-the-Trainer course.

For further information, please reference the **Velocity Mail User's Guide**.

Note: We cannot and do not offer advice on whether a specific method of recording a mail event is appropriate or acceptable. It is your responsibility to determine whether any specific practice is acceptable to any specific post and/or your contracting carrier.

## Questions?
### Contact the Service Desk

**PORTAL :** https://servicedesk.descartes.com

**PHONE:** North America: 1.877.786.9339
Outside of North America: +800.7866.3990
When prompted, say "vMail"

DESC∆RTES™

1. Log into the Vmail Web Console.
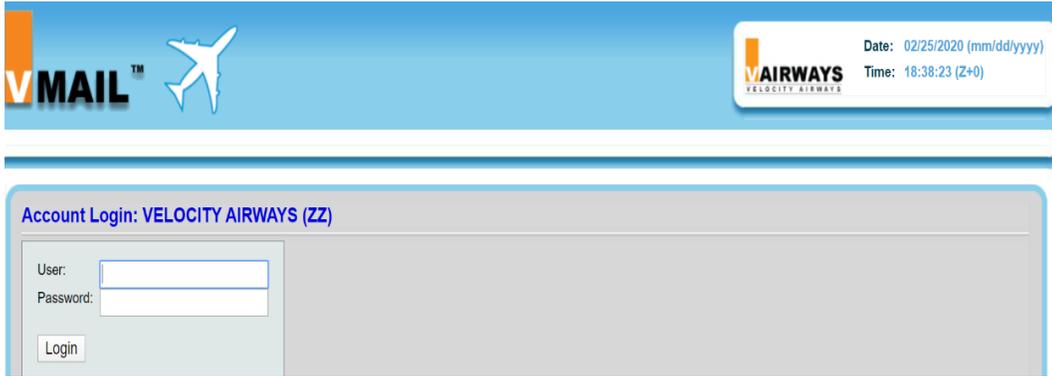


2. Select the **Station** tab from the top menu.



3. Next to Airport, use the dropdown arrow to select your airport.

4. You will see the **Nests At Station** page. From the left side menu, choose **Departing or Arriving.**
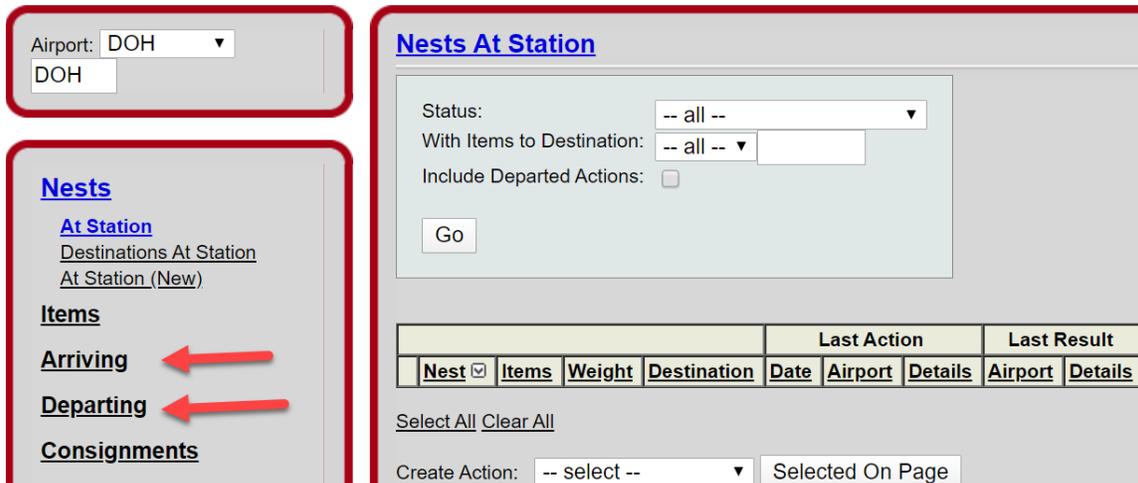
5. Use the Filter to drill down to the Flight and/or Date you wish to view CN Reports for.

6. Click **Select** next to the Flight.



7. Click **Actions** on the Flight screen.

DESCARTES™

8. On the **Flight Action** screen, find the Report you wish to view under **Content Reports**.



9. Click on the **Report Name** to download a PDF.