DESCARTES™

SK – Vmail Destination Import Workflow

November 21, 2022

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SK-Vmail Destination Import Workflow

The **Vmail Destination Import Workflow** document will provide you with step by step instructions to deliver scan the mail at its final destination.

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"

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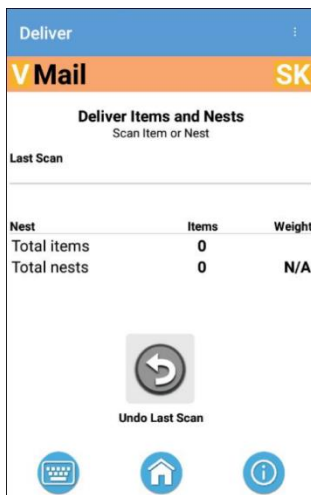
Scanner Workflow

1. From the Home screen, tap the **Deliver** icon.
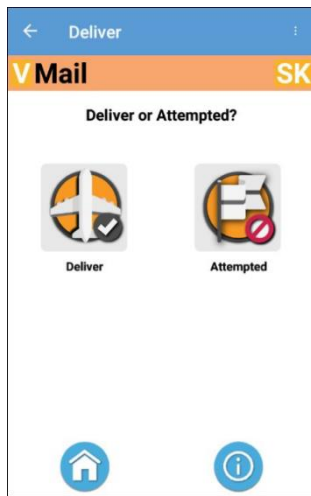
2. If you are delivering the mail to the post, tap the **Deliver** icon. If you are ready to deliver the mail but the post is unable to accept (the facility is closed, for example), tap **Attempted** to record an Attempted Deliver event.
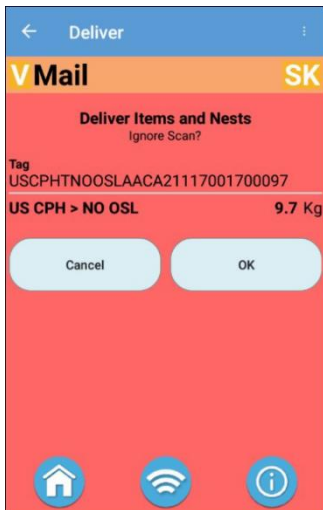
   In this example we will tap **Deliver**.

3. Scan your first item

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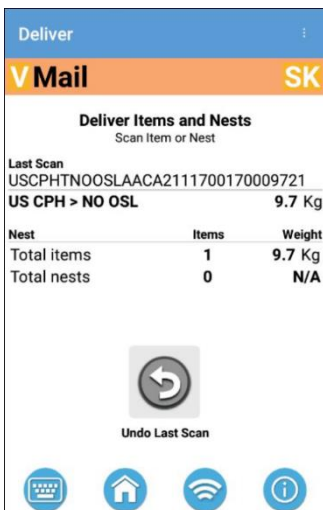SK-Vmail Destination Import Workflow
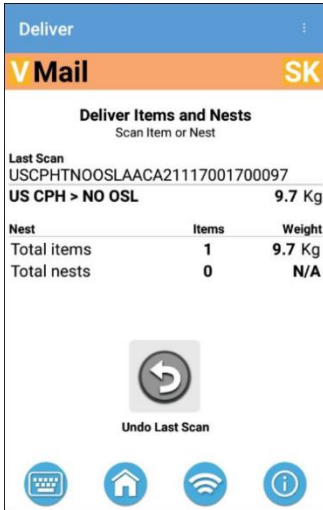
4. Details of the item will be displayed.

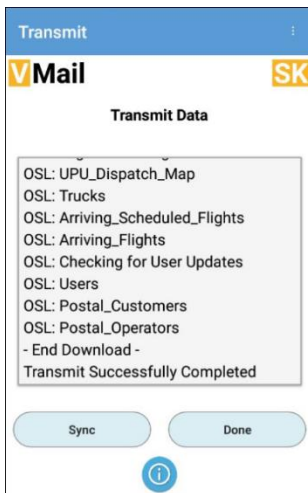   If you scan an item in error, tap the **Undo Last Scan** icon.

5. To confirm that you want to undo the last scan, tap **OK**. Otherwise, tap **Cancel** to keep the scan.

6. When you have deliver scanned all of the mail, tap the **Home** icon on the bottom of the screen.

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7. After the scanner has obtained an Internet connection, tap the **Transmit** icon to send all collected scan data from the scanner to the Vmail servers.

8. You will see information scroll across the screen. You'll know that the transmission is complete when you see "Transmit Successfully Completed" on the bottom of the screen. Tap **Done** to return to the home screen. Then tap the **X** icon at the bottom of the screen to close the app.