WiseLearning

PTM013:

How do I reprint documents or labels?

The video shows you how to reprint documents and labels using the Warehouse App's History tab and the View App. Complete the activities in this workbook to develop fluency in this topic.

Activity One

Reprint a label and document using the History tab.

Reprint a label

1. Open Transtream.
2. Click on the History tab.
3. Use your Filters to locate the desired Shipment:

   a. **Tracking #**
   b. **Enter search term…**: enter the Tracking number
   c. Click on the **SEARCH** button

> **Searching Shipments**: you can search for the Shipment by either entering the Tracking #, Sales Order #, Attention, or Company.

4. In the results grid, highlight your desired Shipment and enter:

Tracking # ▼	Enter search term...		SEARCH	🖶 LABEL	🖶 DOCS	⊘ VOID
☐ Date ▲	Order # ▲	Tracking # ▲	Service ▲	Attention ▲	Company ▲	
☐ 05/08/2019 14:10			LTL Service	Receiving De…	Intersys DC	
☑ 05/08/2019 14:08		451182442723	FedEx Intern…	Receiving De…	Fastpack	

5. Click on the **LABEL** button.
6. In the Print window, confirm the correct label displays and click on the **Print** button.

Reprint the document

7. Returning to Transtream under the History tab, click on the **DOCS** button.
8. In the Print window, confirm the correct document/s displays and click on the **Print** button.

Activity Two

Reprint a label and document using the View App tab.

Reprint a document

1. Open Transtream.
2. Click on the My Apps menu and select View.
3. In the Shipment Search screen, use your Filters to locate an existing Shipment.

4. Click on the **SEARCH** button.
5. In the results grid, click on your chosen Shipment.
6. In the Shipment Details section, click on the **RE-PRINT DOCUMENTS** button.
7. Under the Documents section, select your desired document and click on the **PRINT DOCUMENT** button.
8. In the Print window, confirm the correct document displays and click on the **Print** button.

Reprint a label

9. Returning to Transtream under the Package Details section, click on the **RE-PRINT LABEL** button.
10. In the Print window, confirm the correct label displays and click on the **Print** button.