

**Before starting:** Your Line Manager is responsible for ensuring that you have completed the appropriate training before carrying out this procedure. Ensure you are familiar with the appropriate Risk Assessments, Safe Systems of Work or Safe Working Instructions for this operation. All Royal Mail Employees have a responsibility to protect and secure mails, whilst in the pipeline. Ensure RM Photo ID is worn at all times when on Royal Mail premises.

## Traffic Recorder - PDA Login & Logout Process (for Outward MC staff)

### Step 1

#### Logon to PDA



- PUSH and HOLD the PDA power button to turn the device on

- Select app menu at the bottom of the screen to open the app menu
- Launch the PDA Frontline app

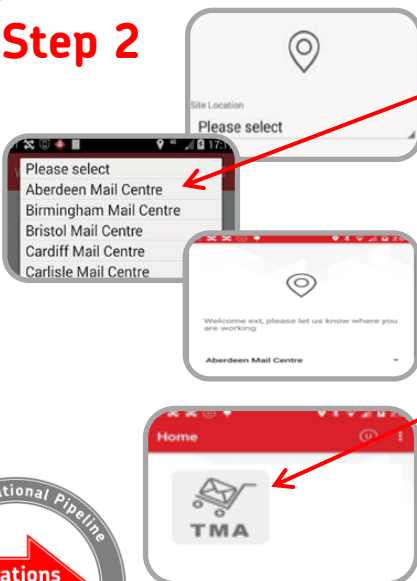
- Enter your USERNAME by scanning the barcode on your Royal Mail ID or tapping the USERNAME FIELD to bring up the keypad functionality

- If entering your USERNAME using the keypad, remembering to add a full stop between your forename, surname and any initials i.e. richard.j.blog in lower case

- Enter your 4 PIN number using the numerical keypad. This is a 4 digit numerical PIN number that is unique to you

- Tap the PIN field and enter your 4 PIN number using the numerical keypad
- Tap the LOGIN button to continue

### Step 2



- Select the SITE LOCATION field to enter the location

- This will bring up a range of options for SITE LOCATION, e.g. Aberdeen Mail Centre

- Once selected, it will appear on the site Location on the PDA screen

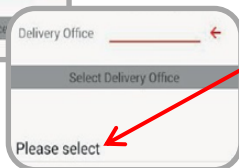
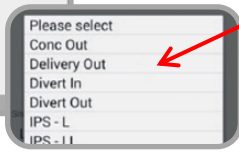
- On the Home screen, launch TMA by clicking on the App

- Wait for the Master Sync in Progress to complete



# Operations Standards

## Step 2 cont.



- Tap the WORK AREA field
  - This will bring up a range of options for WORK AREA
- Select the WORK AREA
  - Tap CONFIRM to continue

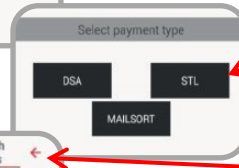
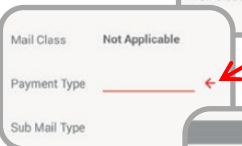
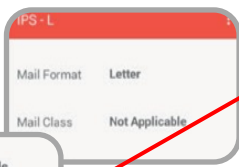
### Divert Out and Conc Out

- For Work Areas such as Divert Out and Conc Out, you will need to select the destination the traffic is diverted out to
  - Select the Destination by tapping on the drop down
- You will then arrive at the Capture Attributes page. The options on this page will differ, depending on the Location and Work Area selected

### Intercept and Delivery Out

- For Work Areas such as Intercept and Delivery Out, you will need to select the Delivery Office the traffic is being sent to
  - Select the Delivery Office by tapping on the drop down

## Step 3



- On the Capture Attributes page the data fields will be pre-populated or not populated (depending on the WORK AREA selected earlier)
- The arrow prompt indicates the next field which needs to be completed by the user. In this example the Payment Type field needs to be completed
  - Complete this field by selecting the appropriate PAYMENT TYPE from the options at the bottom of the screen
    - Select the appropriate option for the stream you wish to capture traffic for
- You are now ready to complete the next field as indicated by the arrow
  - Complete all the fields until you have derived the stream
- You will need to confirm whether this is a normal or abnormal posting. If it is a normal posting, Tap SCAN CONTAINERS (For abnormal posting see SOP OP1.3)
- You are now on the Scan Containers page. You can now scan containers to capture traffic
  - Press the yellow button on the top left corner of the device to start scanning
    - Point the front of the PDA at the barcode and press the scan button. You will hear a beep when the scan is successful



# Operations Standards

## Step 4

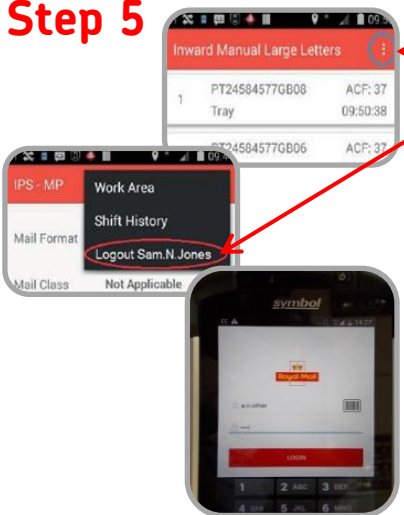
### Change Work Area



- The navigation menu can be found at the top right of the screen. The icon appears as 3 dots
  - Tap the navigation menu to activate the options
  - Tap the WORK AREA option
- This will return you to the Work Area screen, where you can select a Work Area

## Step 5

### Logout Process



- Tap the navigation menu to activate the options
- Tap the LOGOUT option
- You will be returned to the LOGIN screen

**Note:** During the shift; if you are leaving the workarea for a break, you must Logout of the PDA ensuring that all scans have been sent

OP1.1, Traffic Recorder - PDA Login & Logout  
Process - Owner Quality & Customer  
Version 1.0 Feb 2020

