

**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.

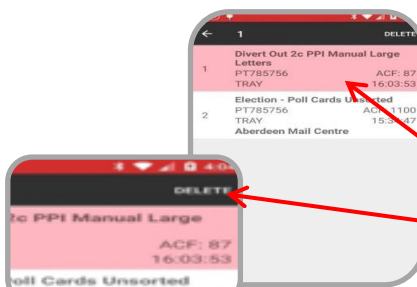
## Traffic Recorder – Scanning a container (for Outward MC staff)

### Step 1

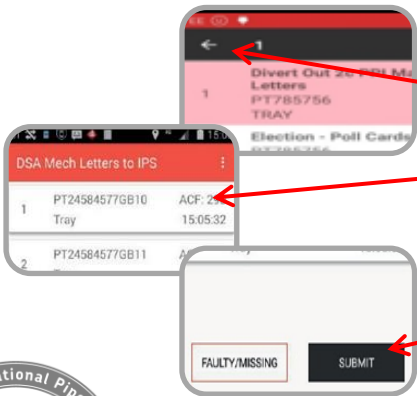


All containers should be clearly labelled at arrivals and prep Tray barcodes obscured by York bars can be recorded using the damaged/missing barcode facility, at Intercept work area otherwise all containers must be scanned directly /individually (see Step 2)  
To record a container with a faulty or missing barcode, you should use the Missing/Faulty Barcode option on the PDA. Notify your manager where containers have faulty barcodes (they will arrange a replacement)

- 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
- After you scan a barcode, information will appear which shows the attributes of the item scanned
  - This includes the stream name, barcode of container scanned, container type, ACF (Average Container Fill) and the time of the scan
  - Continue scanning until all relevant containers have been scanned



- As you scan further items, they will appear on this page. You have the ability to delete scans that have been captured
- To delete, press and hold on an item for at least 3 seconds
  - The selected item will be highlighted with a colour change
  - Tap the DELETE button in the top right corner
- To deselect an item:
  - Tap on the highlighted item
- To return to your list of scans
  - Tap the arrow in the top left corner of the screen



- You will return to the scan containers page where you can carry on scanning
  - Constantly review traffic captured and delete any incorrect entries
- Once completed tap the SUBMIT button. You will now return to the capture attributes page



# Operations Standards

## Step 2

### Damaged/missing barcodes



- If a barcode does not scan the container has to be captured manually
  - Select the FAULTY/MISSING button at the bottom of the screen
- A pop up should appear asking you to select the container type that you are attempting to capture. In this example, the tray container type is the only relevant option for the stream and is pre-selected
  - Tap DONE
- You will return to the Scan Containers page and you will notice that the new record has Faulty/Missing instead of the container barcode

## Step 3

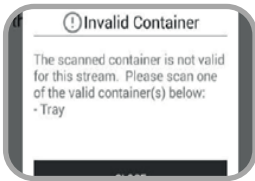
### PDA Notifications

- When you scan containers, you may encounter the following notification messages:
  - Invalid container
  - Duplicate container
  - Scan limit reached
  - Container already used



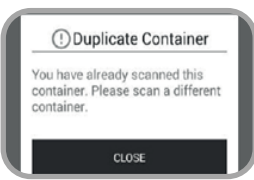
#### Invalid Container

- This notification indicates that the container scanned does not correspond with the derived stream. The message will indicate the correct container type for that stream
  - Tap CLOSE to remove the notification



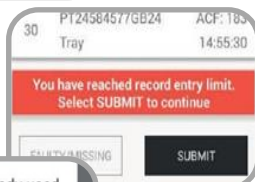
#### Duplicate Container

- This notification occurs when a user attempts to scan the same barcode twice in a scan session. It starts from the scan containers page to the point of submitting
  - To resolve, tap CLOSE to remove notification



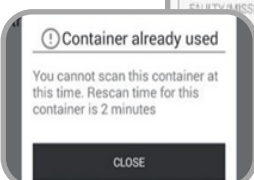
#### Scan Limit Reached

- This notification appears when 30 containers are captured within a session. You will not be able to capture any additional traffic until you SUBMIT the records



#### Container already used

- This notification appears when the same container has been scanned before the rescan time has elapsed. The rescan time is indicated in the message
  - Tap CLOSE to remove the notification



#### Unsubmitted data

- This notification appears when you attempt to leave the scan containers page before submitting captured traffic
  - Select STAY to remain on the scan containers page
  - Select LEAVE to return to the scan containers page



Please note: you will lose any unsubmitted records

