

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.

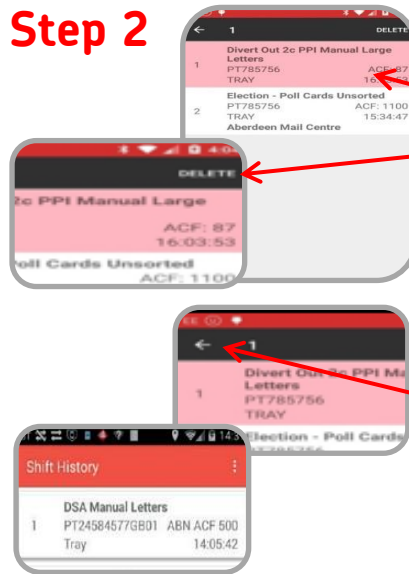
Traffic Recorder – Shift history (for Outward MC staff)

Step 1



- 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 SHIFT HISTORY option
- This will show you the items you have captured during the last hour:
 - Stream Name
 - Barcode of scanned container
 - Container Type
 - ACF
 - Time Record was created

Step 2



- 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 Shift History page where you can carry on scanning

OP1.4, Traffic Recorder – Shift history
 Owner Quality & Customer
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