

Getting Started

Service Type Mailings

- **Service Type:** Ensure you have selected **Mailings** (top right)
- Under **Navigation** right click **Mailings** and select **Folder Preferences** and enter your data (these will be your defaults) and **Save**.
- Click on the **New+** icon (Top left) on your desktop and select **Neighbourhood Mail Mailing**



- Click on **Load Template** if used



Describe Mailing

1. Describe Mailing 2. Review Mailing Plan 3. Calculate/Print Labels

Step 1

This is where you enter the details of the mailing

- **All yellow boxes are mandatory**
- Once all fields have been entered, click **Add**. A pop-up window will open – **Mailing Piece Description**. Complete all fields.
- Select the delivery coverage in the **Delivery Coverage Filters** section. Select 1. Target areas (houses, apartments etc) 2. Delivery modes (LC RR etc.) and search for the area Province or FSA. Click **Select**. You can add additional mail pieces by clicking **Save – Next**. If you are done, click **Apply (Done)**.

Add

Deposit Details
Location

Transportation not required

In the **Deposit Details** section, set the Location to **Direct to delivery installations**.



Generate Mailing Plan

Step 2

Must be done after Describing the mailing

Review Mailing Plan

1. Describe Mailing 2. Review Mailing Plan 3. Calculate/Print Labels

Step 3

- This tab is used to allow you to review the Delivery Installations, make changes and verify for errors.

Bulk changes – Holding the CTRL key and clicking on the line will allow you to select specific Delivery Installations or holding Shift and clicking on the last line of a sequence will select all. Once you've entered the changes, click **Update**.

Information:

EST Help	1 877 376-1212	
Supplies and Service	1 866 757-5480	
Label Stock (rolls - 500)	# 33-086-829	<i>(for thermal printers)</i>
Label Stock (Z-fold - 4000/box)	# 33-086-672	<i>(for thermal printers)</i>

Calculate/Print Labels

1. Describe Mailing 2. Review Mailing Plan 3. Calculate/Print Labels

Enter info in Containers section (information may be supplied by your printer):

Step 4

- **Pieces per bundle**
- **Bundles per container**
- **Container type** (drop down menu)

Click on **Calculate Labels** then **Finalize** (this will get the container labels)

Printing of labels:

- Select the Delivery Installation(s), the **Print** option will be available. Click **Print**. You can also save the labels by choosing **Print to PDF**.



End of Day

Step 5

Click **End of Day** to transmit the order and get a Statement of Mailing. Choose your mailing(s), click on **Continue**, review info and click on **Transmit** (the order is electronically completed).



FAQ/Tips

- You can receive helpful tips by placing your cursor in the field you need help with, then click on the **Help** button (top right) or by pressing **F1**
- **Do you require a Mailing Plan (Summary or Detailed)?**
Click on **Close** this will close the detail page. You will see your list of mailings. Right click and you will see different options to print this info
- **Can I edit an imported file?**
Only partially under Review Mailing Plan tab (Step 2).
- **Can I edit a Finalized mailing?**
Yes, simply click on Undo Finalize on the top.
- **How do I view or print a report?**
Click on Tools then Online Reporting (enter UserID and Password) and select appropriate report.