



How to use the WMS APP 3.0

While some of this is covered in other training material, this training focuses on the whole process.

Before you can start you will need to Download the app from Your Google play or APP store. You will search for Where is my suitcase 3 and it should be in the first several suggestions, then download.

Once you have the app, please follow these steps and watch the tutorial which is a link at the bottom of the page

1. Step 1 Login with user name and password
2. Step 2 Choose the ready for pickup bucket
3. Step 3 Click on Delivery Order to verify information and then click on the truck at the bottom
4. Step 4 Select yourself and assign it
5. Step 5 Once you are in your car in the airport parking lot, click on the assigned bucket and choose the delivery(s) and mark them as out for delivery (the truck at the bottom)
6. Step 6 Always go back out to home screen to verify that the delivery orders have moved to the next cue bucket
7. Step 7 Once you have arrived at delivery location click on current delivery bucket and choose the bdo you are delivering. If you are not having the passenger sign for the delivery be sure to tap the camera icon and take a picture of the luggage with the house number in view if all possible, then/or Tap the truck once more and mark as delivered, you may have the passenger sign your phone or the paperwork, just be sure that you have information in the blank area before proceeding, add notes as needed on the next page and click finish.

The full manual for the iPhone and Androids are in the module for you to digest, please understand that the information provided is to make sure you have a working knowledge of how the app works.

Please watch the tutorial also:

<https://youtu.be/KLdRcqAVe6c>