FASTMAIL

Customer Tutorial

1. To access the Fast Mail Tracking System type in the link <u>http://fastmail.azurewebsites.net</u> using your web browser then press enter key.

\leftarrow	С	ഹ	Ċ	https://fastmail.azurewebsites.net
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2. Type in your county email and windows password, then click the Sign button. If you already log in for another application, it will take you directly to the main screen and your email will be displayed on the right corner of the main screen.

County of Los Angeles	
County of Los Angeles c spachuca@isd.lacounty.gov Enter password Forgot my password Sign in with Windows Hello or a security key Sign in	
By logging on using this interface, I acknowledge that I have read, understood, and accepted the Los Angeles County's Agreement for Acceptable Use And Confidentiality of County IT Resources; I further understand that I must obtain prior authorization from my management to perform County business functions during off-hours.	

Figure 1A: Login screen

3. The Home screen displays menu options **Home**, **Label**, **Tracking**, **Search**, **Help**, **Email** and **Sign Out**. Also, it has four buttons: **Create Label**, **Label Lookup**, **Tracking**, **Contact Us**.



CREATE LABEL SCREEN

1. Click the **Create Label button or the menu Create Label** tab to create a new label for a package. Fill out the information and click **Submit button** to create label.



Figure 2A: Create Label Screen



Dute	1/11/2024							
Mail Type *	Small Envelops		~		Remarks			
						* Maximum of 10	0 characters	li li
Recipient I	nformation							My Recipient List
Departme	nt *	Internal Services		~				
Facility Ad	dress *	1102 North Eastern	Avenue, Mail Services-	HQ, Lc 💙	Delivery Set	chedule: Mor	ndav/Tuesdav/Wednesd	ay/Thursday/Friday
Recipient I	Name *	Padmaja Nadimpalli		~	Recipient	name not in the	I ? Add recipient	
Recipient Email * PNadimpalli@isd.lacounty.gov			Contact Phone	*	(502) 559-5745			
Sender Info	ormation							
	nt *	Internal Services		~	Facility Addres	5 *	1102 North Eastern Av	enue, Mail Services-HQ, Lc 🗡
Departme	mo *	Senen Pachuca						
Departmei Sender Na	ine				Condex Dhone		323-111-4444	
Departmer Sender Na Sender Em	ail *	SPachuca@isd.lacou	inty.gov		Sender Phone			

CREATE LABEL SCREEN

2. Add **Recipient Name** if is not showing on the list. Select department, employee name and click submit.

Department * Internal Services ~
Employee * Padmaja Nadimpalli ~
Email PNadimpalli@isd.lacounty.gov
Phone (562) 359-3745

Figure 2C: Add Recipient Screen

3. All fields are required.

 Sender faci 	lity address is requ	ired						
Date	1/11/2024							
Mail Type *	Small Envelops 🗸			Remarks				
						* Maximum of	100 characters	li
Recipient l	nformation							My Recipient List
Departmer	nt *	Internal Services		~				
Facility Ad	dress *	1102 North Eastern Avenue	e, Mail Services-HQ,	Lc 🗸				
Recipient N	Name *	Padmaja Nadimpalli		~				
Recipient E	Email *	PNadimpalli@isd.lacounty.gov			Contact Phone *		(562) 359-3745	
Sender Into	ormation							
Departmer	nt *	Internal Services		~	Facility Addres	s *	- Select facility -	~
							Sender facility address is required	
Sender Na	me *	Senen Pachuca						
Sender Em	ail *	SPachuca@isd.lacounty.go	v		Sender Phone			

Figure 2D: Create Label Screen with Errors

Figure 2E: Completed Create Label Screen

Date	1/11/2024								
Mail Type *	Small Envelops			~		Remarks			
							* Maximum of 1	100 characters	
Recipient l	nformation							My Recipient L	
Departmer	nt *	Internal Serv	ices		~				
Facility Address *		1102 North	Eastern Avenue, M	ail Services-H	Q, Lc 🗸	Delivery S	chedule: Mo	onday/Tuesday/Wednesday/Thursday/Friday	
Recipient Name *		Padmaja Nadimpalli		~	Recipient	name not in th	e list? Add recipient		
Recipient E	Email *	PNadimpalli	@isd.lacounty.gov			Contact Phone *		(562) 359-3745	
Sender Info	ormation								
Departmer	nt *	Internal Serv	rices		~	Facility Addres	's *	1102 North Eastern Avenue, Mail Services-HQ, Lc 🗡	
Sender Na	ime *	Senen Pachu	іса						
Sender Em	nail *	SPachuca@i	sd.lacounty.gov			Sender Phone		323-267-1111	

CREATE LABEL SCREEN

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4. Print Label. Click on the printer icon.

201000861.pdf 1 / 1 -	75% + 🖸 🔊 . 👼	Review Label
SHIP TO: Padhaja Nadimpali Internal Services 1102 North Estierta Avenue, Mail Services-HQ, Los A	SENT BY: Series Partuca Interna Services 1102 Kmit Eastern Avenue, Mail Services-HO, Los A	Please make sure the information is accurate. Click 'Edit' to change the infomation in the label.
Tracking #: 201000861	Mail Type: Small Envelops NEXTDAY DELIVERY Remarks. Test (11/0204	Edit
Created on: 01/11/2024		Create New Label
SkeP TO: Padmaja Nacimpalii Internal Services 1162 North Eastern Avenue, Mail Services-HQ, Los A	SEMITIAN Seni Patuca Interna Bartuca Interna Bartuca Interna Bartuca Interna Bartuca Interna Bartuca Interna Bartuca	
Tracking #: 201000861	Mail Type: Small Envelops NEXTDAY DELIVERY Remarks: Text 11/12024	
Created on: 01/11/2024		
SHIP TO: Padmaja Nadropali Internal Services 1102 North Estern Avenue, Mail Services-HQ, Los A	SENT BY: Smm Pictuca Internal Services 1102 KMR Eastern Avenue, Mail Services+HQ, Los A	
Tracking # 201000861	Mail Type: Small Envelops NEXTDAY DELIVERY Remarks: Test 11/1/2024	
Created on: 01/11/2024	Signature:	

Figure 2E. Label Screen

Figure 2G: Label Screen Print Preview

SHIP TO: Padmaja Nadimpali	SENT BY: Senen Pachuca	Print	1 sheet of paper
Internal Services 1102 North Eastern Avenue, Mall Services-HQ, Los A Tracking #: 201000861	Internal Services 1102 North Eastern Avenue, Mail Services-HQ, Los A Mail Type: Small Envelops	Destination	🖶 (EAV-1102-2-DR12-Prog. 👻
	NEXTDAY DELIVERY	Pages	All
Created on: 01/11/2024	1004 1111/2024	Copies	1
SHIP TO: Patriaja Nadimpali	DEPARTMENT COPY	Color	Color
Internal Services 1102 North Eastern Avenue, Mail Services-HQ, Los A Tracking #: 201000861	Internal Services 1102 North Eastern Avenue, Mail Services-HQ, Los A Mail Type: Small Envelops	More setting	gs 🗸
	NEXTDAY DELIVERY Remarks: Test 1/f1/2024		
Created on: 01/11/2024			
	PACKAGE COPY		
SHIP TO: Padnaja Nadimpalii Internal Services 1102 North Eastern Avenue, Mail Services-HQ, Los A	SENT BY: Senen Pachuca Internal Services 1102 Noth Eastern Avenue, Mail Services-HQ, Los A		
Tracking #: 201000861	Mail Type: Small Envelops		
	NEXTDAY DELIVERY Remarka: Test U11/2024		
Created on: 01/f1/2024	Signature:		Print Cancel

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EDIT SCREEN

- 5. Click Edit button to make update to Label.
- 6. Update Label and click Submit button. See Figure 2I.

	Figure 2H: Edit S	Screen	
≡ label_201000861.pdf 1 / 1 −	75% + 🕄 🔊	± ē :	Review Label
SHIP TO: Padmaja Nadimpali Interna Sorvices 1122 Kardh Estern Avenue, Mail Services-HQ, Los A	SENT BY: Senen Pachuca Internal Services 1102 Marti Eastern Avenue, Mail Services-HQ, Los A		Please make sure the information is accurate. Click 'Edit' to change the infomation in the label.
Tracking #: 201000861	Mail Type: Small Envelops NEXTDAY DELIVERY Remarks: Test 1/11/2024		Edit
Created on: 01/11/2024			Create New Label
SHIP TO: Padmja Nadmpali Internal Services 1122 Acrific Eastern Avenue, Mail Services-HQ, Los A	SENT BY: Senen Pachuca Internal Services 1102 North Eastern Avenue, Mail Services-HQ, Los A	:	
Tracking #: 201000861	Mail Type: Small Envelops NEXTDAY DELIVERY Remarks: Test 11/1/2024		
Created on: 01/11/2024			
SHEP TO: Podnja Natornpull Istano Soncos 1102 Morth Eastern Avenue, Mail Services HQ, Los A Tracking 8: 201000861	Sent BY: Seen Pathua Internal Services 1102 North Eastern Avenue, Mail Services HQ, Los A Mail Type: Small Envelops		
	NEX I DAY DELIVERY Remarks: Test 1/11/2024		
Created on: 01/11/2024	signature:		

Figure 2I: Edit Screen Update.

Date	1/11/2024				1			
Mail Type *	Small Envelops		~		Remarks	Test 1/11/20	024 Number of Boxes 1 of 3	
					•	* Maximum of	100 characters	
Recipient I	nformation							My Recipient
Departme	nt *	Internal Services		~				
Facility Ad	dress *	1102 North Eastern	Avenue, Mail Services-	-HQ, Lc 🗡				
Recipient f	Name *	Padmaja Nadimpalli ~ PNadimpalli@isd.lacounty.gov						
Recipient (Ēmail *				Contact Phone *		(562) 359-3745	
Sender Inf	ormation							
Departme	nt *	Internal Services		~	Facility Addr	ess *	1102 North Eastern Avenue, M	ail Services-HQ, Lc 🗸
Sender Na	ime *	Senen Pachuca						
Sender Em	nail *	SPachuca@isd.lacou	nty.gov		Sender Phor	ıe	323-267-1111	

- To create duplicate labels used My Recipient List.
 Click to select the Name from the Recipient List. Label will display with Information and make changes and click submit button.

	1,11,2021						
Vlail Type *	Small Envelops		~	Remarks			<i>,</i>
					* Maximum of	100 characters	
Recipient In	nformation						My Recipient List
Departmen	nt *	Internal Services	~				
Facility Add	dress *	1102 North Eastern Avenue, Ma	il Services-HQ, Lc 🗸	Delivery S	chedule: M	onday/Tuesday/Wednesday/Thursd	day/Friday
Recipient Name *		Padmaja Nadimpalli 🗸		• Recipient name not in the list? Add recipient			
Recipient Email *		PNadimpalli@isd.lacounty.gov		Contact Phone *		(562) 359-3745	
Sender Info	ormation	Internal Services	~	Facility Addres	c *	1102 North Fastern Avenue, Ma	il Services-HO. Lc. ➤
Departmen	me *	Senen Pachuca		Tacinty Addres	3		
Sender Nar		SPachuca@isd.lacountv.gov		Sender Phone		323-111-4444	
Sender Nar Sender Ema	ail *						

Figure 2J: My Recipient List Screen.

Figure 2K: My Recipient List Selection Screen.

Fast Mail Tracking Home	Label Trackir	ig Search Q Reports -	Admin 👻 Hei	p	H	Name	Facility	
Edit I	abel					Padmaja Nadimpalli	1102 North Eastern Avenue, Mail Services-HQ, Los Angeles	
Luiti	Laper					* Mail Room	1149 S. Hill St, Los Angeles, CA 90015	
Date	1/11/2024							
Mail Type	* Small Envelop	05	~	Remarks	Test 1/11/2024			
					* Maximum of 100	4		
Recipier	nt Information							
Depart	ment *	Internal Services	~					
Facility	Address *	1102 North Eastern Avenue, M						
Recipie	ent Name *	Padmaja Nadimpalli						
Recipie	ent Email *	PNadimpalli@isd.lacounty.gov		Contact Phor	ie * (
Sender	Information							
Depart	ment *	Internal Services	~	Facility Addre	ss * 1			
Sende	· Name *	Senen Pachuca						
Sende	r Email *	SPachuca@isd.lacounty.gov		Sender Phon	a 3			
Submit	Cancel							

TRACKING SCREEN

1. Click Tracking button or Tracking menu.

Fast Mail Tracking Home Label Tracking Search Q	Help	Hello SPachuca@isd.lacoun	ty.gov! Sign out
	Welcome	<u> </u>	
			?
Create Label Let's send mails! You can create mailing labels here.	Label Lookup View the list of labels to Wh search and make changes. out	Tracking ere is my package? Find We : using our tracking tool. que	Contact Us e'd love to hear your estions and concerns.
2023 - Internal Services Department			

Figure 1A: Tracking Screen

- 2. Enter tracking number.
- 3. Click Show Proof to view picture of package. See Figure 1C.

Figure 1B: Tracking Package Details

Tracking	Package Details Trackin	ng Number: 201000	095				
Select tracking number:	Received Declarge received by convict	Details					
• <u>201000095</u>	Checked In Package arrived at facility 12/6/2023 3:20 AM	Recipient Name Department REGI Address 7807	STRAR - RECORDER ' Compton Ave, 1486				
	Checked Out Package left from facility 12/6/2023 3:20 AM	Sender Name Padr	naja Nadimpalli RNAL SERVICES				
	Delivered Package arrived at destination 12/6/2023 3:24 AM	Address 1100) N. Eastern Ave. 36				
	Show Proof	Tracking No 201000095 Signature Mail Type Flat Envelops	~~~				
	,					2023 - Internal Serv	rices Department





SEARCH SCREEN

1. Click on the Search button or Search Menu.

Figure 1A: Search Screen



2. Search by tracking number.

Figure 1B: Label Lookup

Show 10 👻	how 10 🖌 entries							
Tracking No.	Sender Name	Mail Type	Recipient Name	٠	Recipient Address	Created On		
201000068	Le Phung	Boxes	* Mail Room		1933 Broadway Ave. Los Angeles CA 90010	12/30/2023		
201000069	Le Phung	Boxes	* Mail Room		1933 Broadway Ave. Los Angeles CA 90010	12/30/2023		
201000070	Le Phung	Boxes	* Mail Room		1933 Broadway Ave. Los Angeles CA 90010	12/30/2023		
201000063	Leung, Prisca	Payroll	* Mail Room		13055 Clovis Ave., PAYROLL - PL 2P, Los Angeles, CA, 90059	12/29/2023		
201000064	Elizabeth Woods	Other	* Mail Room		1933 Broadway Ave. Los Angeles CA 90010	12/29/2023		
201000065	Monica Julianto	Scrolls	* Mail Room		500 West Temple St, Cashier, Los Angeles, CA, 90012	12/29/2023		
201000066	Monica Julianto	Scrolls	* Mail Room		500 W. Temple St., Rm 493, Los Angeles	12/29/2023		
201000067	Monica Julianto	Scrolls	* Mail Room		500 West Temple St, Cashier, Los Angeles, CA, 90012	12/29/2023		
201000059	Songdo Chang	Letter Size Envelops	* Mail Room		11640 Slauson Avenue, Whittier, CA, 90606	12/28/2023		
201000060	Cynthia Johnson	Bulk Envelops	Adriana Rodriguez		955 Overland Ave., Revenue Enhancement-2, San Dimas	12/28/2023	3	

3. Click on the tacking link to display tacking information.

Tracl	king	×
~	Received Package received by carrier 10/31/2023 4:16 PM	
~	Checked In Package arrived at facility 10/31/2023 4:15 PM	
~	Checked Out Package left from facility 10/5/2023 4:07 PM	
	Delivered Package arrived at destination 10/31/2023 4:17 PM	
		Close

Figure 1C: Tracking Link Screen.

4. Check the My Label Page to search by name.

	Figure 1D: My Label Only Screen							
Last 3 months	∽ Senen		۹	My labels only				
Show 10 🖌 entr	ries							
Tracking No.	Sender Name	Mail Type 🔶	Recipient Name	Recipient Address	🔶 Created On 🝦 🔶			
201000585	Senen Pachuca	Letter Size Envelops	* Mail Room	1149 S. Hill St, Los Angeles, CA 90015	1/9/2024			
201000861	Senen Pachuca	Other	Padmaja Nadimpalli	1102 North Eastern Avenue, Mail Services-HQ, Los Angeles	1/11/2024			
showing 1 to 2 of a	2 entries				Previous 1 Next			

HELP SCREEN

1. Click on the Contact Us button or Help Menu.



Figure 1A: Help Screen

2. Help screen will display contact information, mobile app installation icon (for Administrator only).

