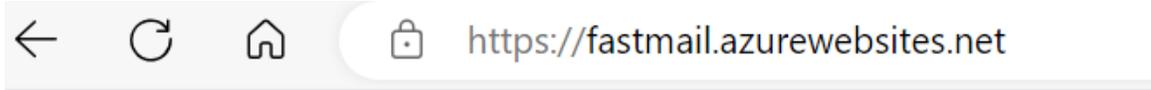


FASTMAIL

Customer Tutorial

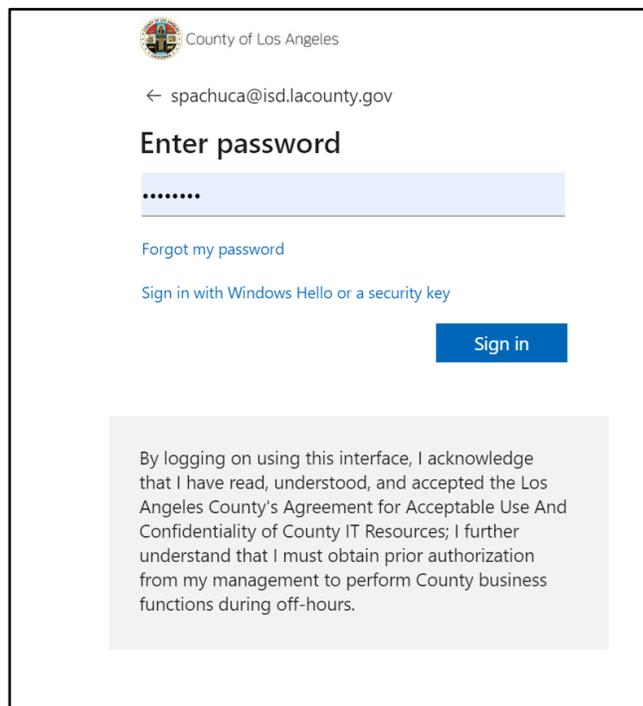
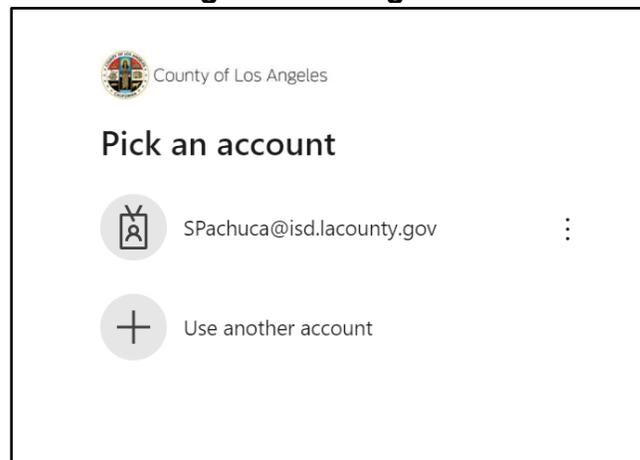
LOG IN SCREEN

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



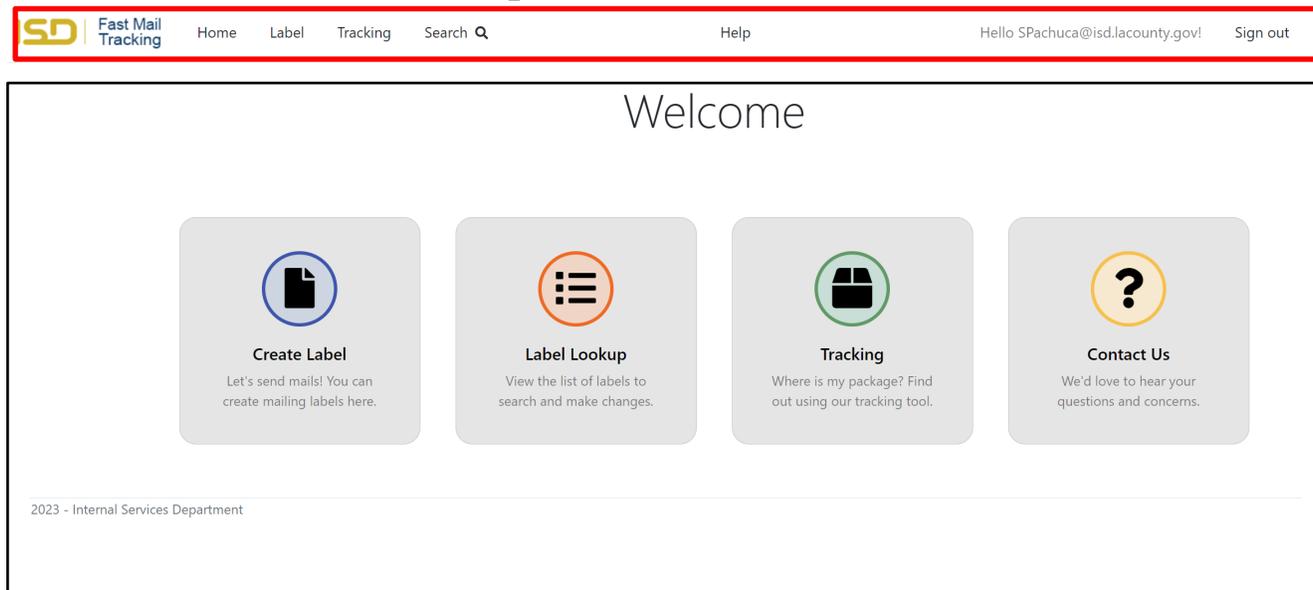
2. Type in your county email and windows password, then click the Sign button. If you already log in for another application, it will take you directly to the main screen and your email will be displayed on the right corner of the main screen.

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**.

Figure 1B: Home Screen



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

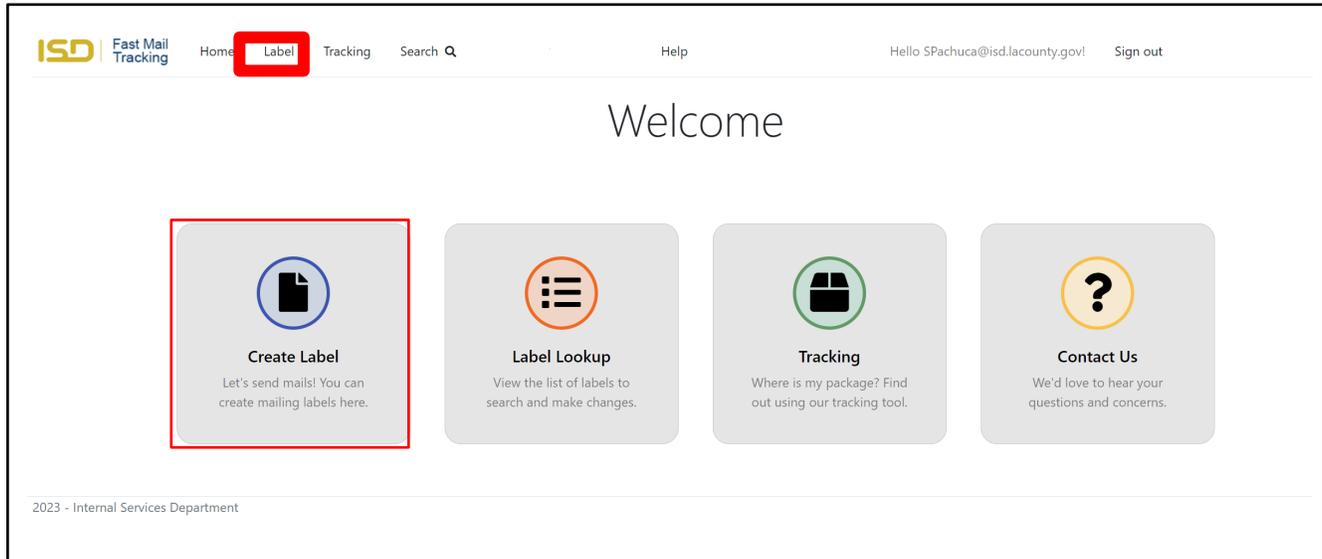


Figure 2B: Create Label Screen

Create Label

Date: 1/11/2024

Mail Type: Small Envelopes

Remarks:

* Maximum of 100 characters

Recipient Information [My Recipient List](#)

Department: Internal Services

Facility Address: 1102 North Eastern Avenue, Mail Services-HQ, Lc

Recipient Name: Padmaja Nadimpalli

Recipient Email: PNadimpalli@isd.lacounty.gov

Contact Phone: (909) 559-5743

Sender Information

Department: Internal Services

Facility Address: 1102 North Eastern Avenue, Mail Services-HQ, Lc

Sender Name: Senen Pachuca

Sender Email: SPachuca@isd.lacounty.gov

Sender Phone: 323-111-4444

Services Department

CREATE LABEL SCREEN

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

Figure 2C: Add Recipient Screen

Add Recipient ✕

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

[Submit](#)

3. All fields are required.

Figure 2D: Create Label Screen with Errors

Create Label

• Sender facility address is required

Date: 1/11/2024

Mail Type: Small Envelops

Remarks:

* Maximum of 100 characters

Recipient Information [My Recipient List](#)

Department: Internal Services

Facility Address: 1102 North Eastern Avenue, Mail Services-HQ, Lc

Recipient Name: Padmaja Nadimpalli

Recipient Email: PNadimpalli@isd.lacounty.gov

Contact Phone: (562) 359-3745

Sender Information

Department: Internal Services

Facility Address: - Select facility -

Sender Name: Senen Pachuca

Sender Email: SPachuca@isd.lacounty.gov

Sender Phone:

Submit Cancel

Figure 2E: Completed Create Label Screen

Create Label

Date: 1/11/2024

Mail Type: Small Envelops

Remarks:

* Maximum of 100 characters

Recipient Information [My Recipient List](#)

Department: Internal Services

Facility Address: 1102 North Eastern Avenue, Mail Services-HQ, Lc

Recipient Name: Padmaja Nadimpalli

Recipient Email: PNadimpalli@isd.lacounty.gov

Contact Phone: (562) 359-3745

Sender Information

Department: Internal Services

Facility Address: 1102 North Eastern Avenue, Mail Services-HQ, Lc

Sender Name: Senen Pachuca

Sender Email: SPachuca@isd.lacounty.gov

Sender Phone: 323-267-1111

Submit Cancel

CREATE LABEL SCREEN

4. Print Label. Click on the printer icon.

Figure 2F: Label Screen

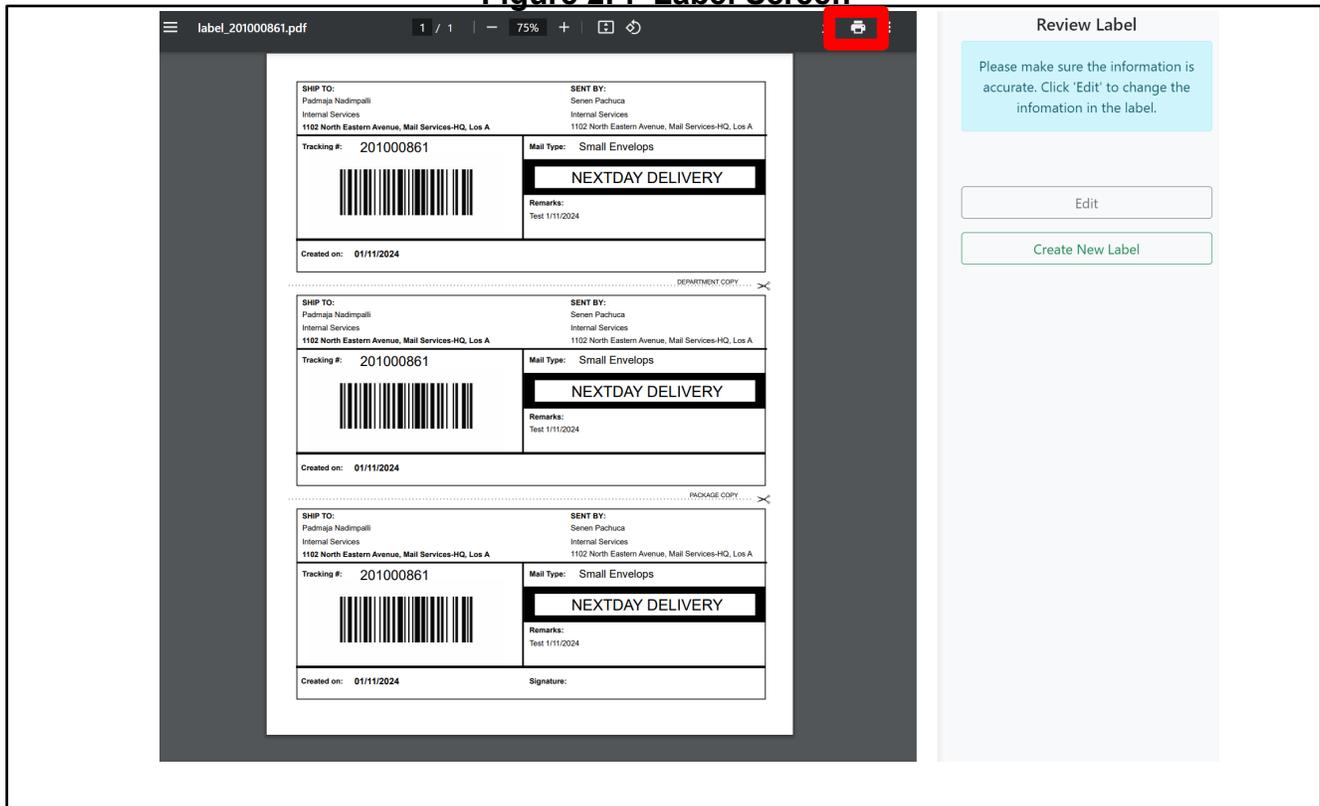
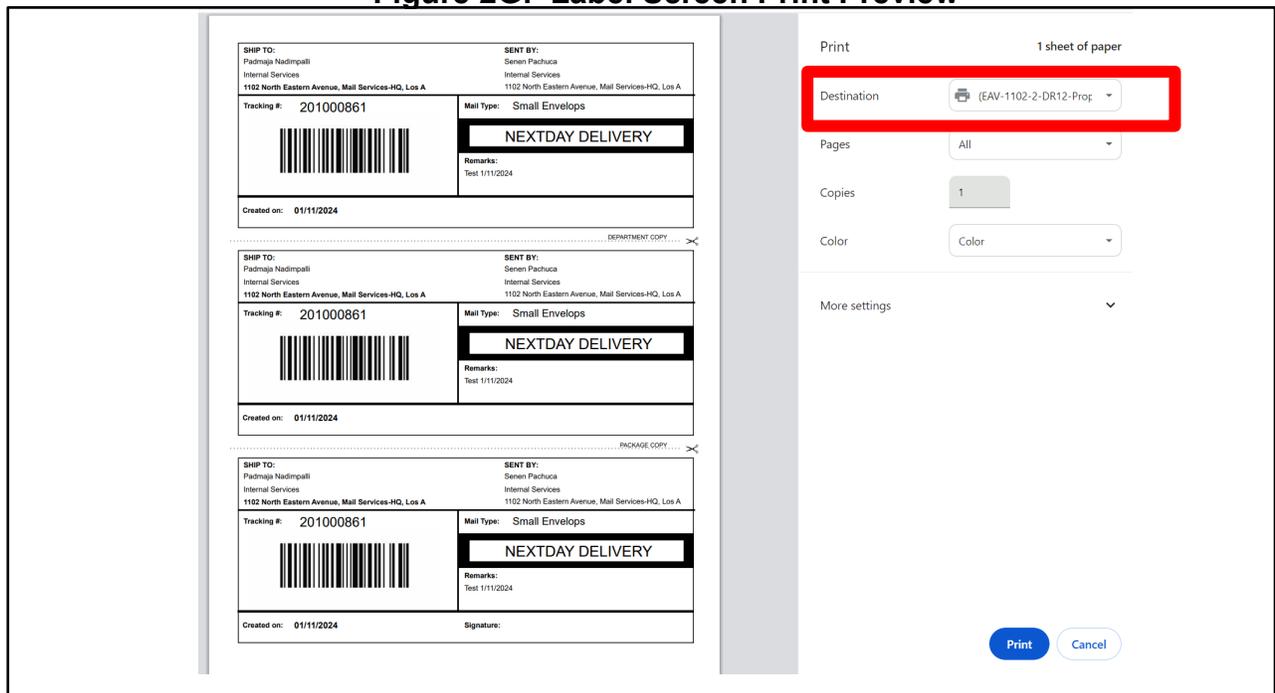


Figure 2G: Label Screen Print Preview



EDIT SCREEN

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

Figure 2H: Edit Screen

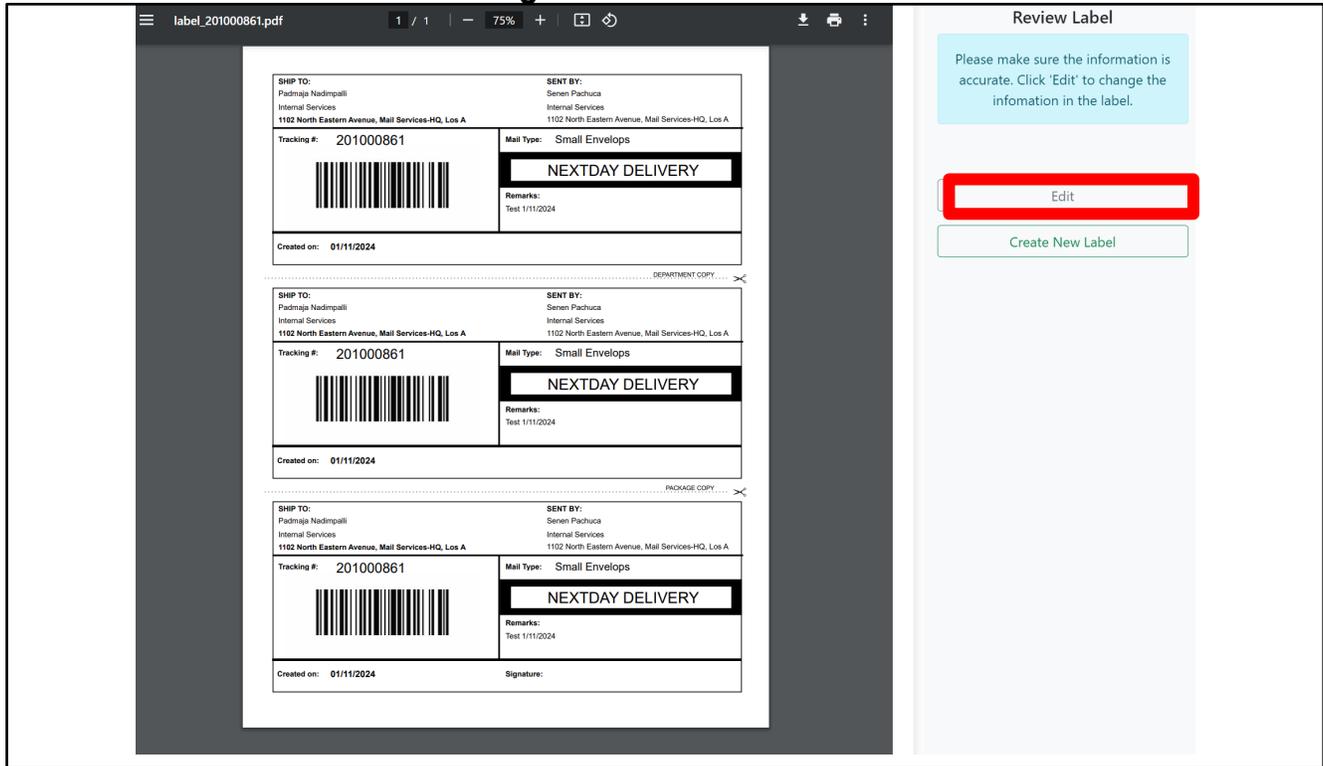


Figure 2I: Edit Screen Update.

Edit Label

Date: 1/11/2024

Mail Type: Small Envelopes

Remarks: Test 1/11/2024 Number of Boxes 1 of 3
* Maximum of 100 characters

Recipient Information [My Recipient List](#)

Department: Internal Services

Facility Address: 1102 North Eastern Avenue, Mail Services-HQ, Lc

Recipient Name: Padmaja Nadimpalli

Recipient Email: PNadimpalli@isd.lacounty.gov

Contact Phone: (562) 359-3745

Sender Information

Department: Internal Services

Facility Address: 1102 North Eastern Avenue, Mail Services-HQ, Lc

Sender Name: Senen Pachuca

Sender Email: SPachuca@isd.lacounty.gov

Sender Phone: 323-267-1111

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

Figure 2J: My Recipient List Screen.

Create Label

Date:

Mail Type *: Remarks:

* Maximum of 100 characters

Recipient Information

Department *: [My Recipient List](#)

Facility Address *: 📌 Delivery Schedule: Monday/Tuesday/Wednesday/Thursday/Friday

Recipient Name *: 📌 Recipient name not in the list? [Add recipient](#)

Recipient Email *: Contact Phone *:

Sender Information

Department *: Facility Address *:

Sender Name *:

Sender Email *: Sender Phone:

Services Department

Figure 2K: My Recipient List Selection Screen.

ISD Fast Mail Tracking
Home Label Tracking Search Reports Admin Help

Edit Label

Date:

Mail Type *: Remarks:

* Maximum of 100

Recipient Information

Department *:

Facility Address *:

Recipient Name *:

Recipient Email *: Contact Phone *:

Sender Information

Department *: Facility Address *:

Sender Name *:

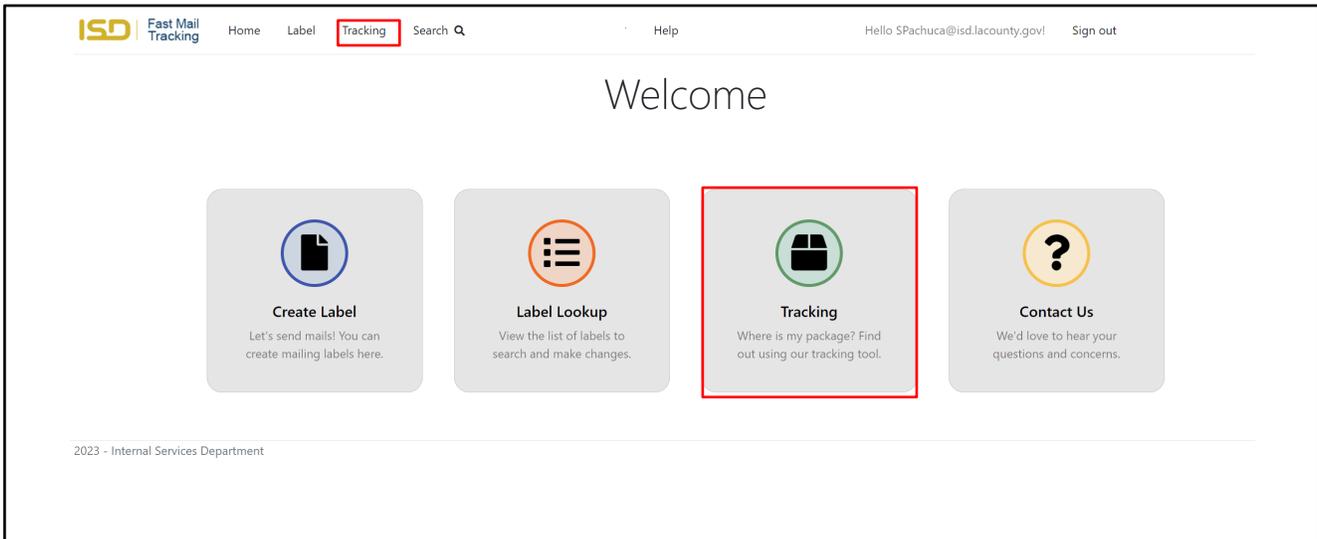
Sender Email *: Sender Phone:

Name	Facility
Padmaja Nadimpalli	1102 North Eastern Avenue, Mail Services-HQ, Los Angeles
* Mail Room	1149 S. Hill St, Los Angeles, CA 90015

TRACKING SCREEN

1. Click **Tracking button** or **Tracking menu**.

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

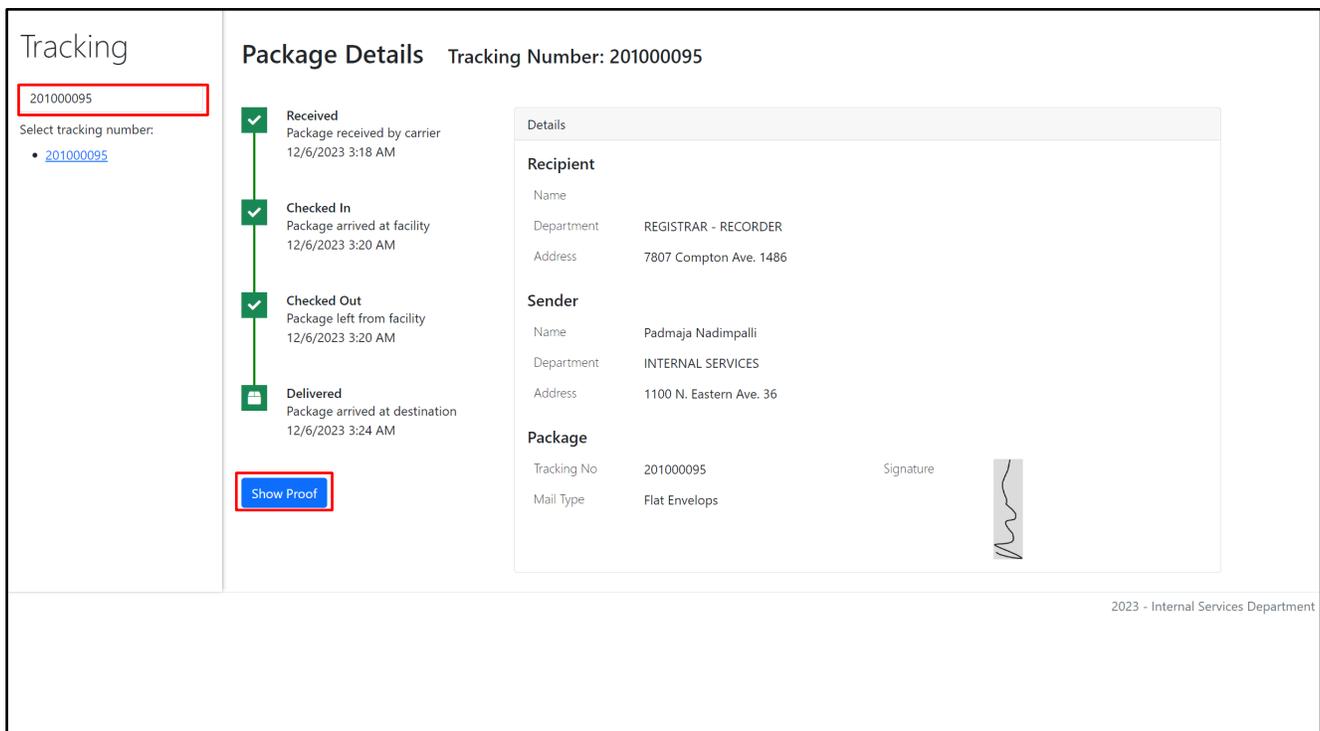
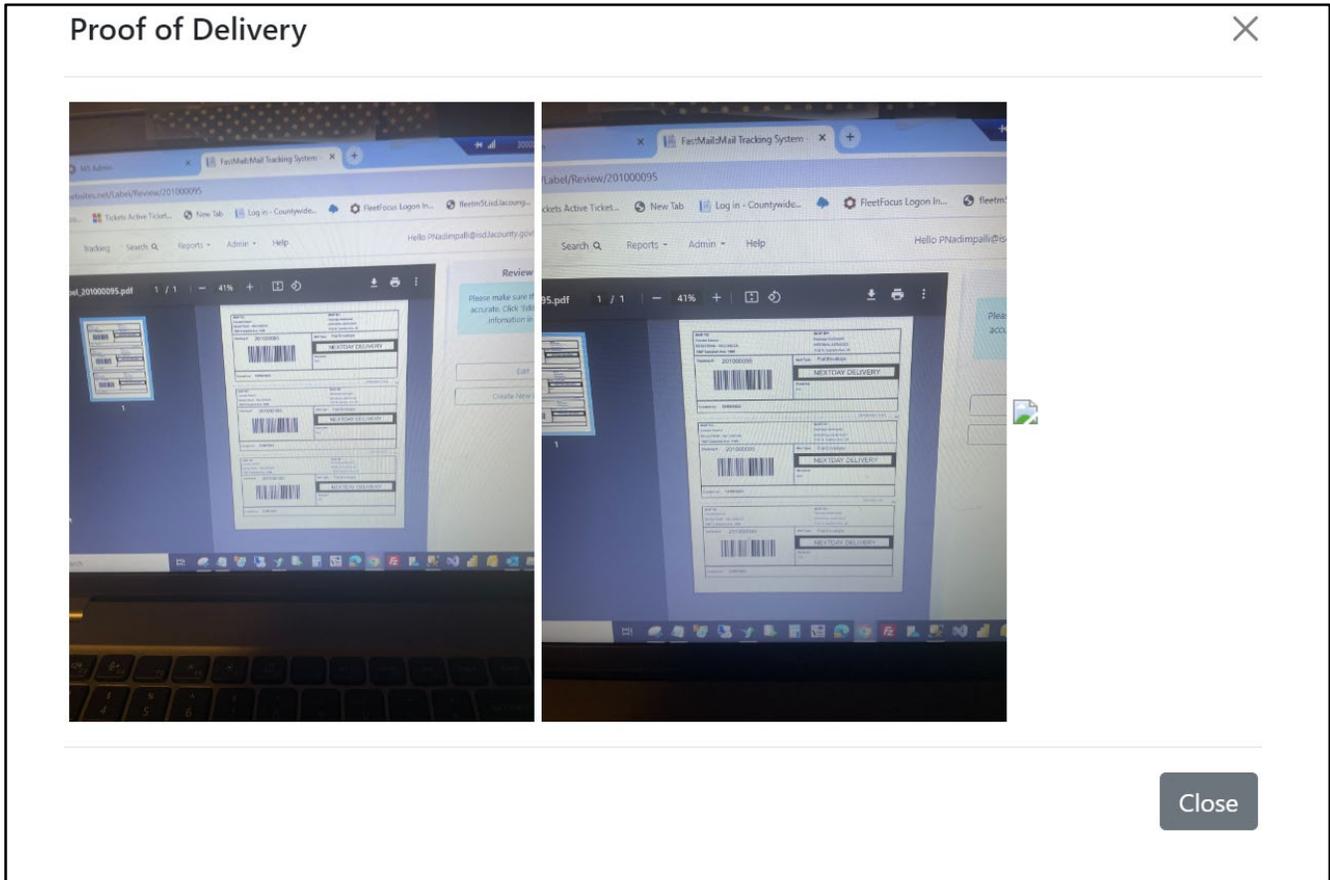


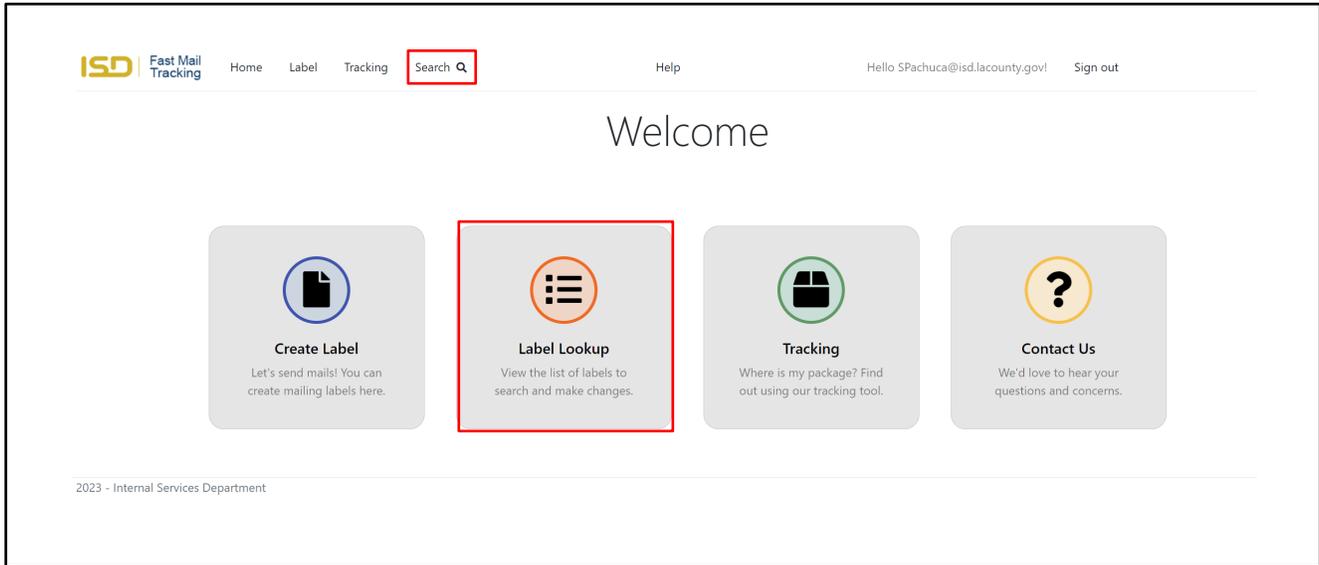
Figure 1C: Proof of Delivery



SEARCH SCREEN

1. Click on the Search button or Search Menu.

Figure 1A: Search Screen



2. Search by tracking number.

Figure 1B: Label Lookup

Last 3 months My labels only

Show entries

Tracking No.	Sender Name	Mail Type	Recipient Name	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 Tracking
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 Tracking
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 Tracking

Showing 1 to 10 of 842 entries Previous ... Next

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

Figure 1C: Tracking Link Screen.

The screenshot shows a window titled "Tracking" with a close button in the top right corner. It contains a list of four tracking events, each with a green checkmark icon:

- 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

A "Close" button is located at the bottom right of the window.

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

Figure 1D: My Label Only Screen

The screenshot shows a search interface for labels. At the top, there is a search bar with "Senen" entered and a search icon. To the right of the search bar is a toggle switch labeled "My labels only", which is currently turned on and highlighted with a red box. Below the search bar, there is a "Show 10 entries" dropdown. The main content is a table with the following columns: Tracking No., Sender Name, Mail Type, Recipient Name, Recipient Address, and Created On. The table contains two entries:

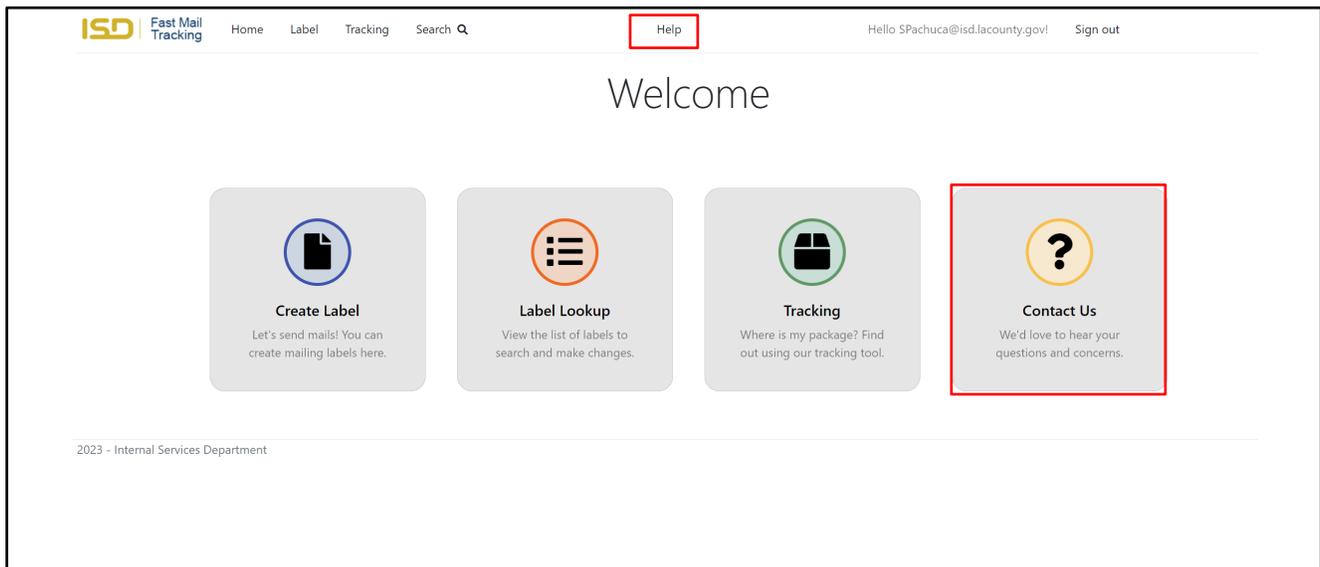
Tracking No.	Sender Name	Mail Type	Recipient Name	Recipient Address	Created On
201000585	Senen Pachuca	Letter Size Envelops	* Mail Room	1149 S. Hill St, Los Angeles, CA 90015	1/9/2024
201000861	Senen Pachuca	Other	Padmaja Nadimpalli	1102 North Eastern Avenue, Mail Services-HQ, Los Angeles	1/11/2024

At the bottom, it says "Showing 1 to 2 of 2 entries" and has "Previous" and "Next" navigation buttons, with "1" highlighted in the middle.

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).

Figure 1B: Help Screen

