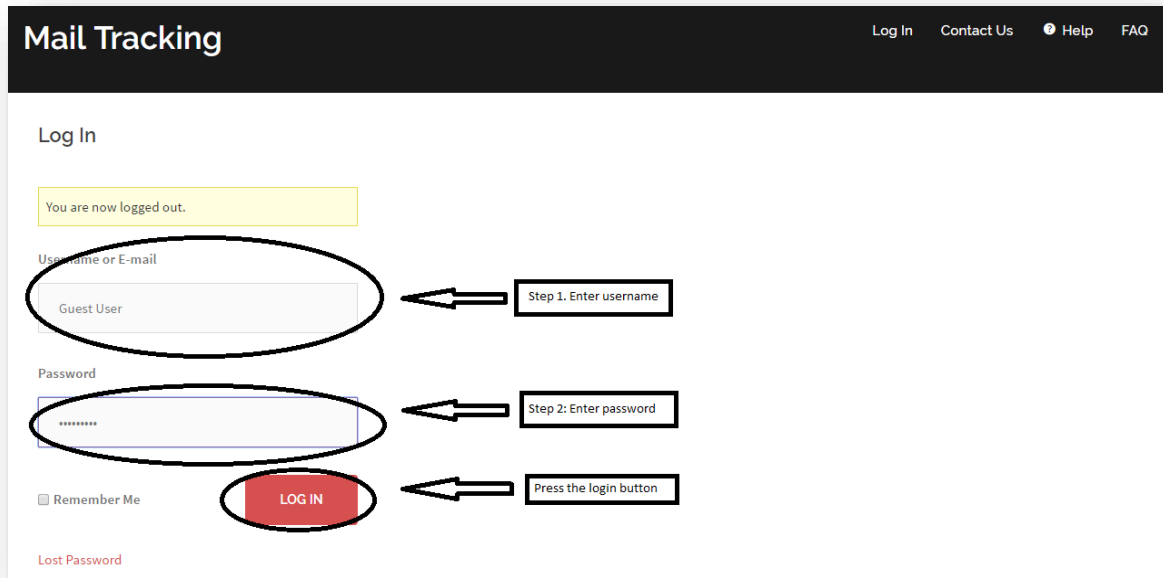
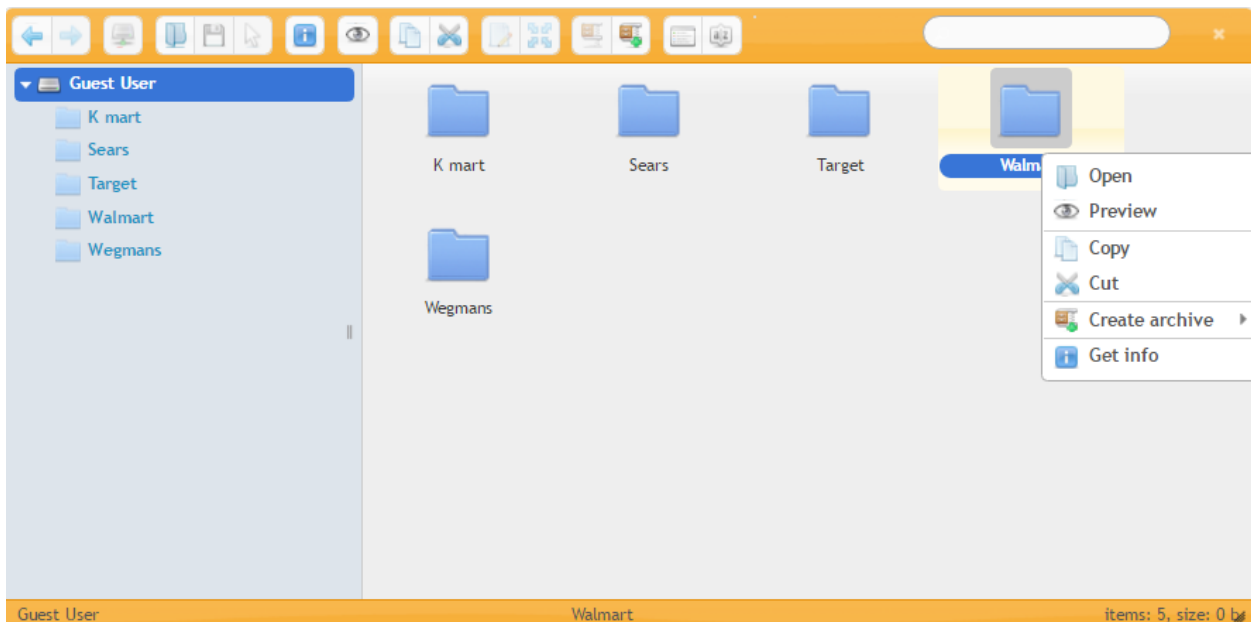


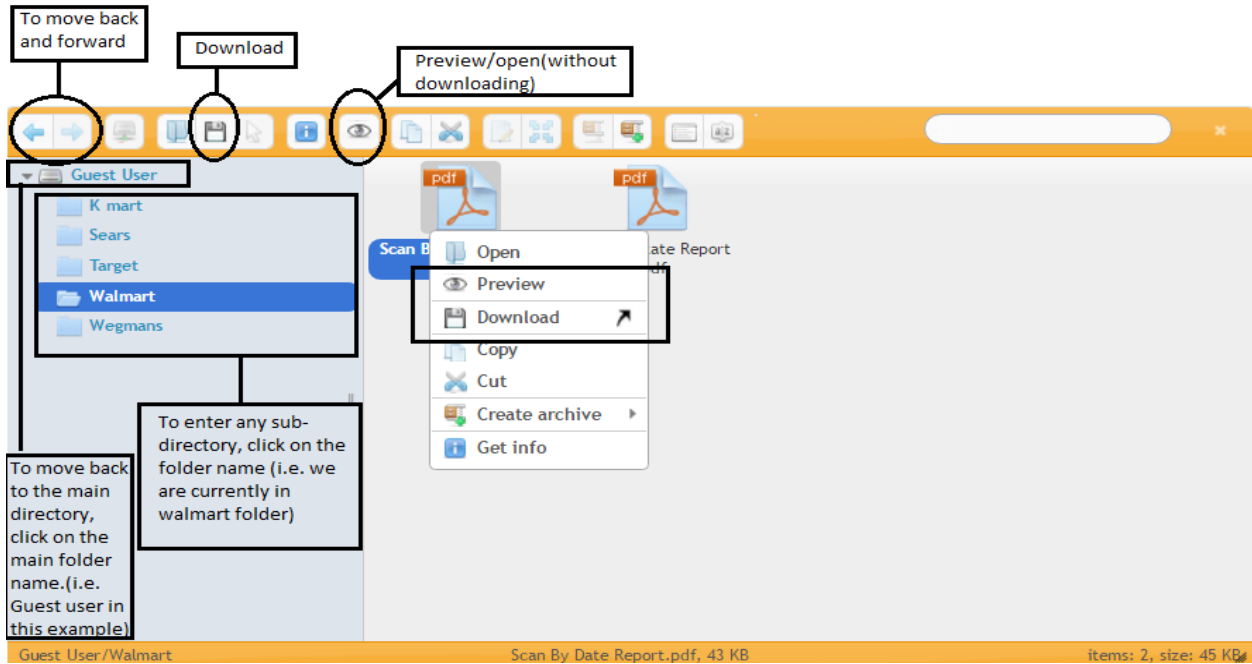
1. INITIAL LOGIN PAGE: Once you enter the domain name i.e. mailtracker.us, you are redirected to the login page. To start, you need to enter your username, password and then click on the login button.



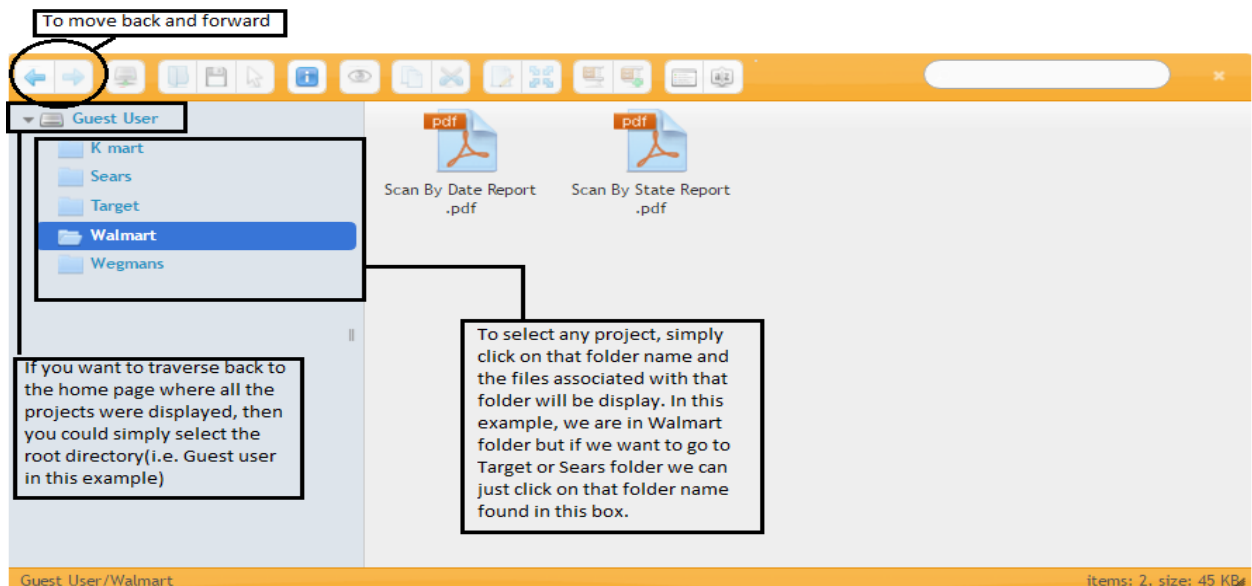
2. Once the login credentials are accepted, you will be redirected to the main home page. If you have multiple projects, then each project will be kept in a separate folder. Next step is to select a project that you wish to access. In this example below, guest user has access to five different projects. i.e. K-mart, Sears, Target, Walmart, Wegmans. If you need to access a specific project and its files, then you need to select that folder. Example: If you want to perform further processing on Walmart project then double click on the Walmart folder to expand or right-click on the folder and select open (as shown in the screenshot below) and you could see all the files that belong to Walmart project.



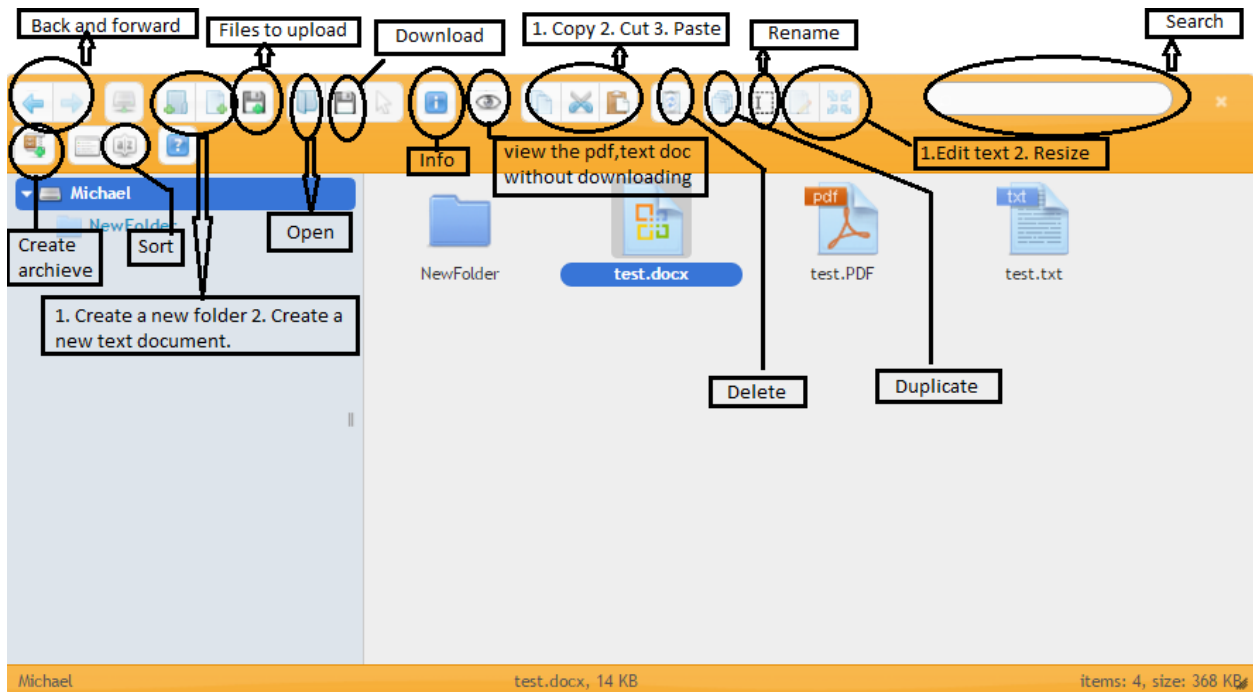
3. You can select any file by clicking on it and then select the eye icon to open it (without downloading) or to select the download icon to download the file. You can even right-click on the selected file to review it or download it by selecting the appropriate options. Moving back and forth to the main directory and subdirectory can be performed by simply clicking the back and forward button or directly selecting the name of the folder found in the left box.



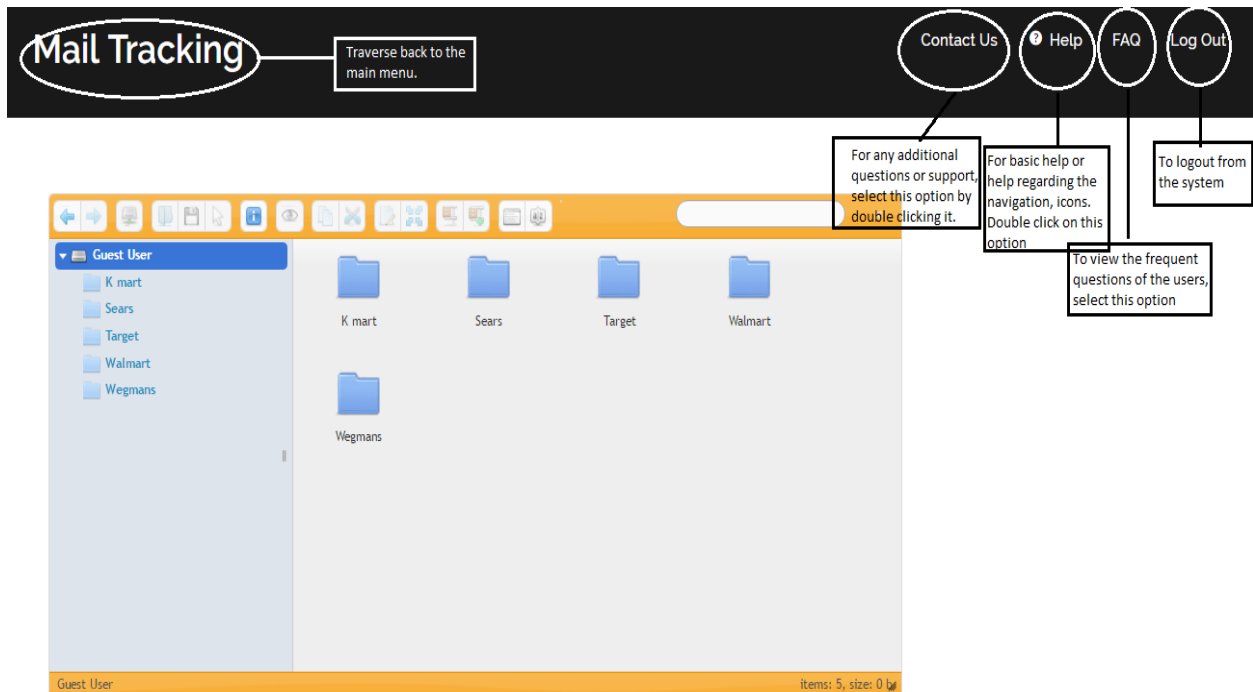
4. To traverse between different folders select the folder you wish to access from the left box. Moreover, to go back to the main page where all the list of projects is displayed, then select the main folder (i.e. Guest user) found in the left box or as shown in the below screenshot. You can also traverse the folder using back and forward buttons as shown in the screenshot below.



## 5. Details of various icons



## 6. Details of various menu options:



## 7. If contact us is selected:

Customer feedback is the lifeblood of our business. Tell us what's on your mind, good or bad.

We respond to all customer feedback and look forward to hearing from you!

**Name \***  
Joey → Enter you name

**Email \***  
joeyLawrence12@gmail.com → Enter you emailid

**Message \***  
I an unable to operate xyz.  
Submit the message → Enter you message

**SEND** → Submit the message

8. At any time, if you wish to traverse back to the front page where all the projects are listed, then click on the Mail Tracking main menu on the top (See the attached screenshot below).



### Contact Us

Customer feedback is the lifeblood of our business. Tell us what's on your mind, good or bad.

We respond to all customer feedback and look forward to hearing from you!

**Name \***

**Email \***

**Message \***

9. If you select the help menu, you will be redirected to a different page that has a link saying “CLICK HERE FOR HELP.”. If you click on that link the help pdf will be opened (one that you are reading currently). To go back to the previous page, you need to select the back option (as shown in the screenshot below).

The screenshot shows a PDF viewer interface. On the left, a dark sidebar contains a button labeled "Click here to go back to the previous screen." with an arrow pointing to the browser's back button. The main content area displays a document titled "1. INITIAL LOGIN PAGE: Once you enter the domain name i.e. mailtracker.us, you are redirected to the login page. To start, you need to enter your username, password and then click on the login button." Below this text is a screenshot of a "Mail Tracking" login page with fields for "Username" and "Password", and a "Log In" button. Annotations include "Step 1: Enter username", "Step 2: Enter password", and "Press the login button" with arrows pointing to the respective fields and button. On the right side of the PDF viewer, there are "Download" and "Print" buttons, and a zoom control panel with "Zoom in" and "Zoom out" buttons.

10. If you encounter a page similar to the screenshot attached below and need to access the list of project and corresponding files, then click on Mail tracking menu found in the top menu bar.

The screenshot shows a dark top navigation bar. The "Mail Tracking" menu item is circled in white, and a white arrow points to it from a text box that says "Click here anytime to go back to the main home page (where all projects and files can be found.)". To the right of the navigation bar, there are links for "Contact Us", "Help", and "FAQ".

- Dashboard
- Profile
- Log Out

August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	

### Purpose of this web portal:

This portal allows the customer to have 24/7 access to the key data about their mailing, rather than the need to call in to request support. Users having login credential can get entry into the portal and access their key files. To begin, users will input their login id and password. Once, these login credentials are validated, the user will be able to view different projects and its associated files. Once the user selects a folder then, the user can view all its files or download them based on the browser setting. The browser setting sometimes forces the document to be downloaded even if the preview option is selected. Moreover, there are various file types which are available for processing such as pdf files, excel file, and text files. Once the user downloads any of these file types, they will need Adobe Reader to view the pdf files, Notepad to open the text document and Excel for spreadsheet files. Finally, navigation between different folders, files and going back to the home page is explained in the above points.

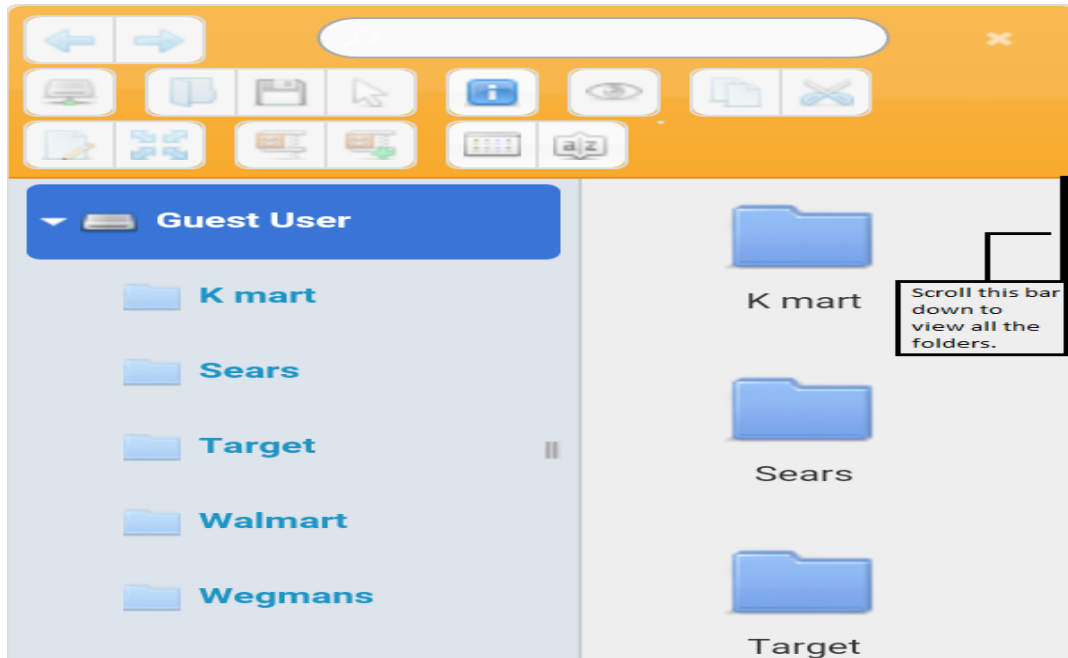
### Browser tested and limitations:

This web portal is tested with Google Chrome, Internet Explorer, and Microsoft Edge. In the case of Internet Explorer, when we double click on a file or right click and select the open option, it displays a pop-up window asking whether you want to open the file, save it, or save and open. So you can select any option that is suitable according to your needs. In the case of the other two browsers (i.e. Chrome and Edge), when we double click on a file or right click and select the open option the document is forced to be downloaded due to the browser settings. If you want to simply open the file (without downloading), then you could select the eye icon or right click and select the preview option. This preview option works fine with pdf document and text file but not with excel document. To view the excel document, we will have to download it first.

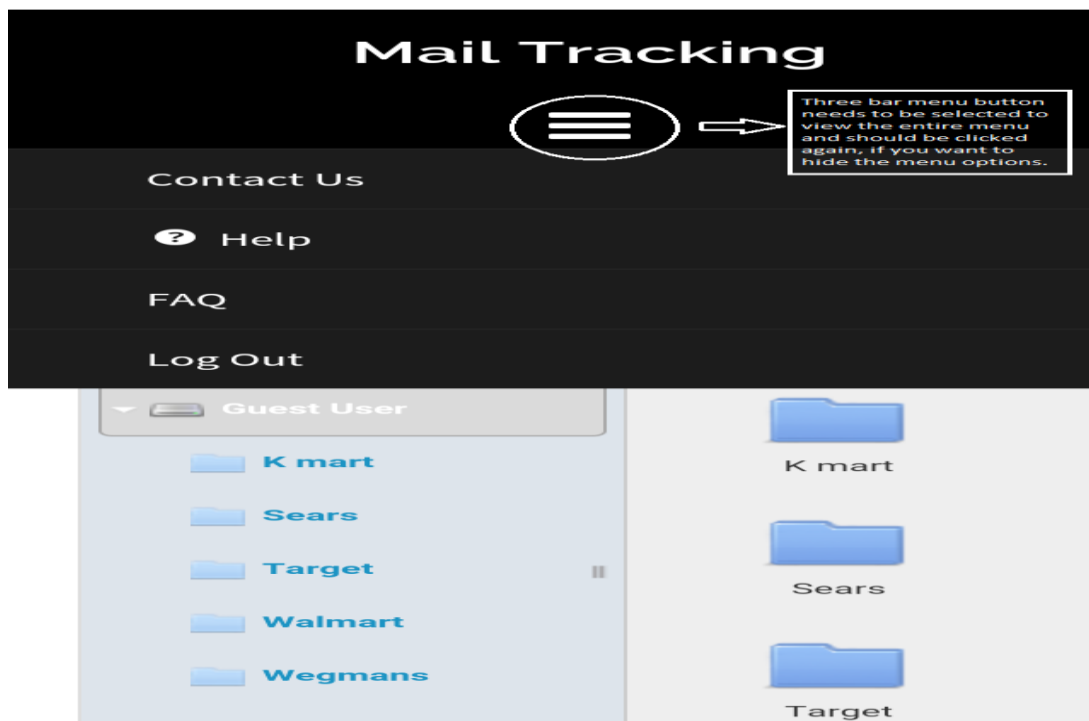
In Google Chrome, to view the documents without downloading you will need to add an extension called Docs PDF/PowerPoint Viewer. Link: <https://chrome.google.com/webstore/detail/docs-pdfpowerpoint-viewer/nnbmlagghjjcbdhgmkedmbmedengocbn>. Next, you will have to select the option of adding the extension to Chrome. Finally, restart your computer and you should be able to open the documents without downloading. If you already have chrome PDF viewer enabled, then it will be chosen as the default option for the pdf documents. It can be verified by typing `chrome://plugins/` in the address bar. Search for Chrome PDF viewer and click on disable. Thus, now Docs PDF/PowerPoint viewer will be selected as default option while opening various type of documents.

### Smartphone limitation:

1. This web portal will work differently when operated from a smartphone because it is a responsive web portal and recognizes that your smartphone has a small screen. Once the customer logs in with their username and password, they will be redirected to the home page. In the below screenshot, as you can see there exist five folders on the left box but only three folders are visible in the right box. So the customer will have to scroll down to view the remaining folders.



2. The menu options are hidden and will be displayed only if you select three bars menu button (see the screenshot below). If you want to get rid of the menu options, click the three bar menu button again and it will be disappeared.



3. The preview option (eye icon) does not work in case of the smartphone. To view the documents on a smartphone, the customers will have to download the documents. Moreover, the customer will require the Pdf Reader or Excel to view the downloaded documents in their smartphones.

4. To navigate between pages, either use the back button of your smartphone or click on the Mail Tracking option at the top to go to the home page.

