

PacTrac

State Shuttle Package Tracking System

QUICK GUIDE



Important Reminders



- To track a package you do NOT need to login.
- DO NOT RE-USE TRACKING LABELS!
- Please keep a record of packages created using the system. The system does not store records of shipments that you create. This is important because if you need to track an item, you must have the tracking number. Again, the system does not store it for you.
- The security levels 3 and 4 will require the driver to obtain a signature from the receiver or mailroom staff person or deliver the package to a secure location.
- The security levels 1 and 2 do not require the driver to obtain a signature.
- There is a direct email link to the System Administrator on the login page if you have any questions or concerns.

To send a package



- Login to the PD-PacTrac Web site
- Choose the Sender's address
- Choose the Recipient's address
- Type in name of recipient
- Choose a security level
- Choose # of packages
- In the "Special Instructions" field, type in any special instructions that apply
- Click "Submit" to complete the order
- When the package label pops up, click the "Print" option from your web browser

NOTE: The recipients name, the weight, the miscellaneous and the special instructions fields are all optional. The Security Level field is NOT optional.

1

2

3

Apply this label to your package

To track a package



- Go to the PD-PacTrac Web site
- Type in the tracking number from your package label

1

2

Item/Asset ID	Destination	Status	Date/Time	Internal Carrier	Current ID
PICK27254274771-1	Publishing & Distribution - 550 Airport (OR0001072)	Package Manifest (Package Manifest)	8/20/2008 10:19:00 AM		Publishing & Distribution - 550 Airport (OR0001072)

Date/Time	Status	Destination	CurrentID	Carrier	Panel ID	Signature Clarify	Delivery Weight	Pick up Weight	Signature	Snapshot
8/20/2008 10:19:00 AM	Package Manifest	Publishing & Distribution - 550 Airport (OR0001072)	Publishing & Distribution - 550 Airport (OR0001072)			N/A	N/A	N/A		