



Vmail – Generate CN Documents

February 25, 2020

The **Generate CN Documents** document will provide you with step by step instructions to access CN Reports via the most common scenario.

This document does not encompass all possible scenarios. Instead, it gives the user instructions on how to use the software via the 'Happy Path' (the most common, least complicated method of using the software). Exceptions exist and are addressed in the Velocity Mail training manual, as well as the Train-the-Trainer course.

For further information, please reference the **Velocity Mail User's Guide**.

Note: We cannot and do not offer advice on whether a specific method of recording a mail event is appropriate or acceptable. It is your responsibility to determine whether any specific practice is acceptable to any specific post and/or your contracting carrier.

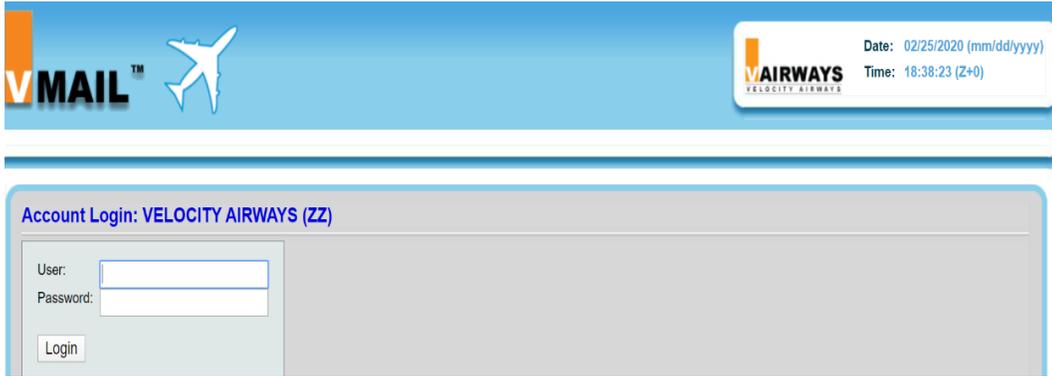
Questions?

Contact the Service Desk

PORTAL : <https://servicedesk.descartes.com>

PHONE: North America: 1.877.786.9339
Outside of North America: +800.7866.3990
When prompted, say "vMail"

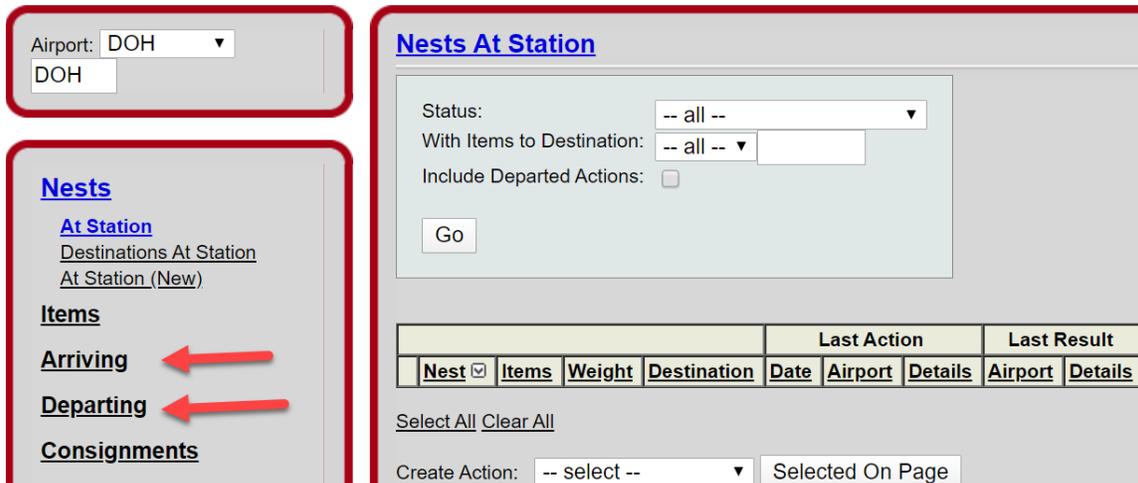
1. Log into the Vmail Web Console.



2. Select the **Station** tab from the top menu.



3. Next to Airport, use the dropdown arrow to select your airport.
4. You will see the **Nests At Station** page. From the left side menu, choose **Departing** or **Arriving**.



- Use the Filter to drill down to the Flight and/or Date you wish to view CN Reports for.
- Click **Select** next to the Flight.

Airport:

Choose Departing Flight

Scheduled Departure From: (LT)

Scheduled Departure To: (LT)

Flight Number: (Literal)

Destination:

Status:

Nests

Items

Arriving

Departing

[Choose Flight](#)

Consignments

Scan

Flight <input checked="" type="checkbox"/>	Scheduled	Status	Actions
ZZ773, DOH (02/18/2020 15:00 LT) - GRU (22:00 LT)	02/18/2020 06:00:00 (Z-6)	Unloaded	Select

- Click **Actions** on the Flight screen.

Flight

ZZ773, DOH (02/18/2020 15:00 LT) - GRU (22:00 LT)

Summary:

Status:	Unloaded
Currently Loaded Items:	0 (0.0 kg)
Currently Loaded Nests:	0
Staged Items:	0 (0.0 kg)
Staged Nests:	0
Scheduled:	
Departure:	02/18/2020 06:00:00 (Z-6)
Arrival:	02/18/2020 19:00:00 (Z-6)
Actual:	
Departure:	02/18/2020 13:03:48 (Z-6)
Arrival:	02/18/2020 13:04:14 (Z-6)

[Actions](#) [Contents](#)

8. On the **Flight Action** screen, find the Report you wish to view under **Content Reports**.

The screenshot shows a web interface for flight actions. At the top, it says "Flight > Flight Actions". Below that, there's a "Flight:" section with the following details: Name: ZZ773, DOH (02/18/2020 15:00 LT) - GRU (22:00 LT); Carrier: ZZ; Number: 773; Equipment: (blank); Currently Loaded: 0; Currently Staged: 0; Consigned: 0; Created: 02/18/2020 19:02:12 (Z+0); Context: Desktop. Below this is a "Scheduled" section with Departure: 02/18/2020 06:00:00 (Z-6) and Arrival: 02/18/2020 19:00:00 (Z-6). Then an "Actual" section with Departure: 02/18/2020 13:03:48 (Z-6) and Arrival: 02/18/2020 13:04:14 (Z-6). Underneath is a "Contents" section with a highlighted "Content Reports: Departed" link. Below that are several other links: By Consignment, By Dispatch, Items, Nests By Consignment, Nests By Dispatch, Mail Manifest (Partial AV-7s), Mail Manifest (Partial CN-38s), Mail Manifest (Partial CN-41s), and Mail Manifest (CN-46).

9. Click on the **Report Name** to download a PDF.