8.6 Release of Products & Services

Endpoints - Deliveries and Pick up

Release of products and services Matic Media Services Limited only have two method of product release. Deliveries and Pick ups. Both are managed with the use of Project Endpoints.
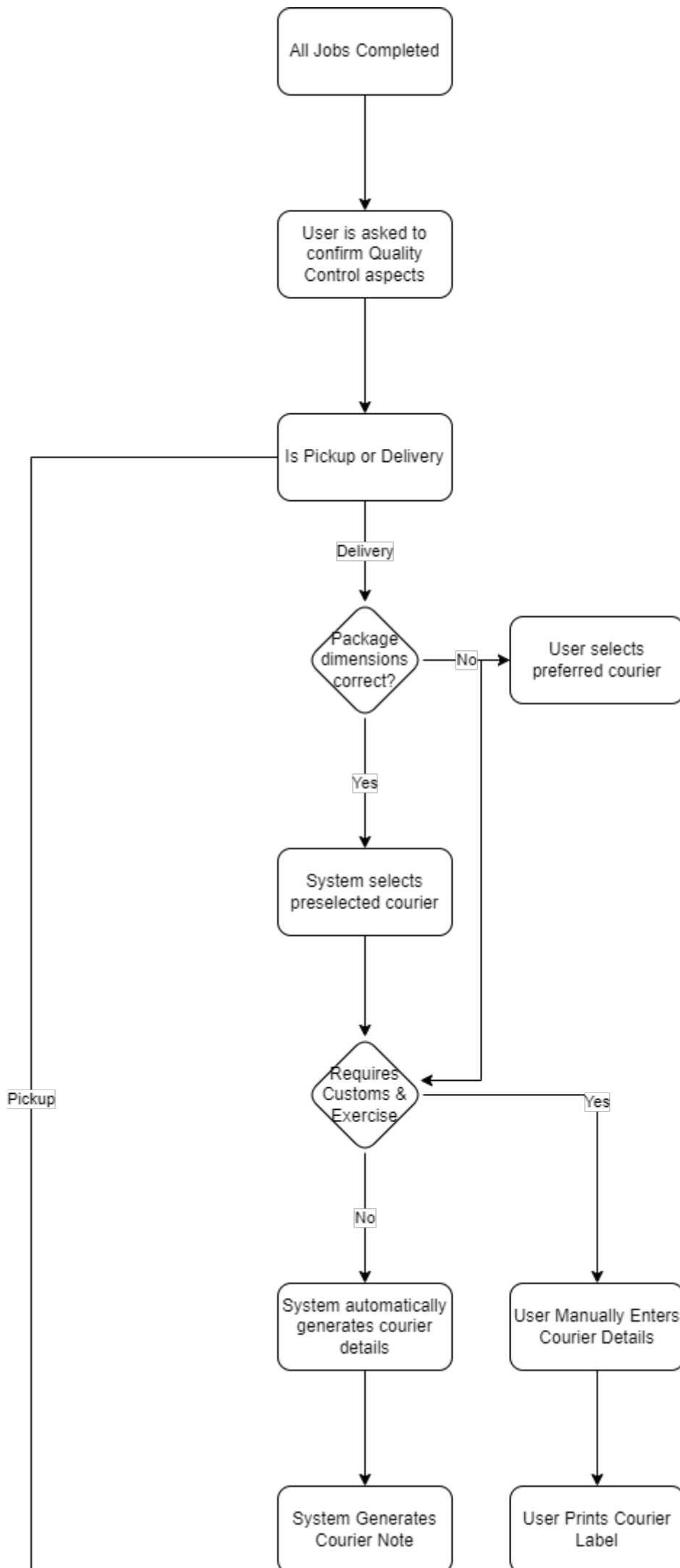
Endpoints

- A project endpoint represents the last stage of a Project.
- Each Project may have multiple endpoints
- An endpoint must be of the type;
  - Pickup - The customer is arranging collection
  - Delivery - The Company is arranging delivery
    - Delivery endpoints **must have an address**

Quality Control Aspects

Before any endpoint is completed the following quality control aspects are asked to be checked

- Package Dimensions
- Number of Packages
- Project Element Quantities
- Correct Artwork Packed
- Last Seen Quality Check
- Photographs if required have been taken

Endpoint Process

```
                    ┌─────────────────┐
                    │  All Jobs        │
                    │  Completed       │
                    └────────┬────────┘
                             │
                             ▼
                    ┌─────────────────┐
                    │ User is asked to │
                    │ confirm Quality  │
                    │ Control aspects  │
                    └────────┬────────┘
                             │
                             ▼
              ┌──────────────────────────┐
      ┌───────┤ Is Pickup or Delivery    │
      │       └──────────────┬───────────┘
      │                      │ Delivery
      │                      ▼
      │              ◇ Package ◇          No      ┌─────────────────┐
      │              ◇ dimensions ◇──────────────▶│ User selects     │
      │              ◇ correct? ◇                 │ preferred courier│
      │                   │                        └─────────────────┘
      │                   │ Yes
      │                   ▼
      │          ┌─────────────────┐
      │          │ System selects   │
      │          │ preselected      │
      │          │ courier          │
      │          └────────┬────────┘
      │                   │
      │                   ▼
      │            ◇ Requires ◇               Yes
      │            ◇ Customs & ◇◀──────────────
      │            ◇ Exercise ◇
      │                 │
      │                 │ No
      │                 ▼
      │      ┌─────────────────┐        ┌──────────────────┐
      │      │ System           │       │ User Manually    │
      │      │ automatically    │       │ Enters Courier   │
      │      │ generates courier│       │ Details          │
      │      │ details          │       └────────┬─────────┘
      │      └────────┬────────┘                 │
 Pickup│               │                          ▼
      │               ▼               ┌──────────────────┐
      │      ┌─────────────────┐      │ User Prints       │
      │      │ System Generates │     │ Courier Label     │
      │      │ Courier Note     │     └──────────────────┘
      │      └─────────────────┘
```

- All Jobs Completed
- User is asked to confirm Quality Control aspects
- Is Pickup or Delivery
  - Pickup
  - Delivery
- Package dimensions correct?
  - No → User selects preferred courier
  - Yes → System selects preselected courier
- Requires Customs & Exercise
  - Yes → User Manually Enters Courier Details → User Prints Courier Label
  - No → System automatically generates courier details → System Generates Courier Note

Dispatch Notes

Dispatch notes are a unique identifier that represents...

- The Project
- What was packaged
- The number of packages
- Courier Tracking Information
- Time packed

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