

How to track a package delivered to your department office from Receiving or Mailroom.

Go to: <https://www.witsapi.net/CSUS/web/>

Sign in using user name: **Searcher**

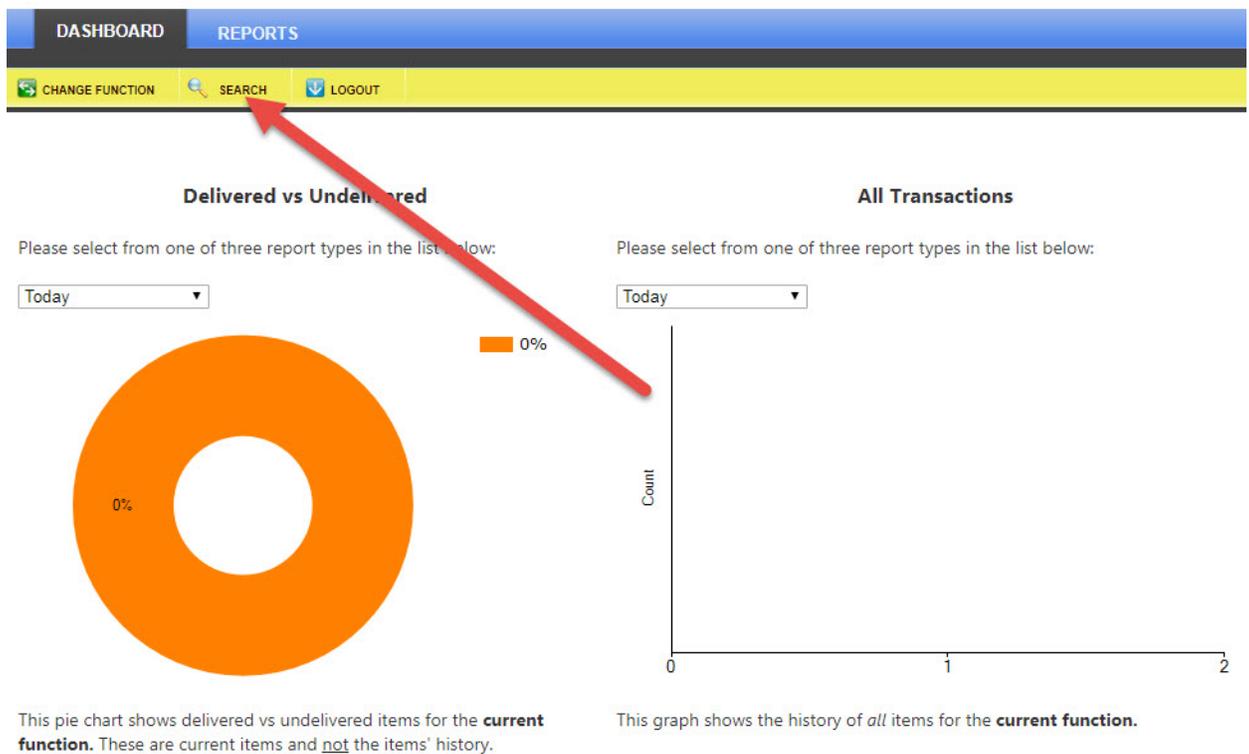
Password: **Searcher** (Password is case-sensitive)

Select Receiving from the dropdown box

Click Change function



Click the search option in the upper left had corner



Delivered vs Undelivered

Please select from one of three report types in the list below:

Today

0%

0%

This pie chart shows delivered vs undelivered items for the **current function**. These are current items and not the items' history.

All Transactions

Please select from one of three report types in the list below:

Today

Count

0 1 2

This graph shows the history of *all* items for the **current function**.

Enter your Tracking Number into the Tracking Number field

Click "All" in the date field.

Note: (If you select the Date range first hit enter after keying in your tracking number to begin the search)

Search Parameters

General

Tracking Number 464369182613

Date

All Today Custom

Start Date

End Date

Package

Person & Location

Custom

Click the white drop down arrow next to your Tracking number to display your tracking Information

Search Parameters

General

Tracking Number 464369182613

Date

All Today Custom

Start Date

End Date

Package

Person & Location

Custom

Clear

Tracking Number	Delivered	Time Added
464369182613	<input checked="" type="checkbox"/>	5/8/2019 9:35:56 AM

Tracking Information

Time	User	Action	Function	Signature	Name or Location	Details
5/8/2019 9:35:56 AM	Jglisan	Signature	Receiving			
5/8/2019 9:35:56 AM	Jglisan	Note	Receiving			C. Marolla
5/8/2019 9:35:56 AM	Jglisan	Delivered	Receiving			
5/8/2019 9:34:11 AM	Jglisan	Input	Receiving		Presidents Office	

1 2 3

Important Tracking Information will show:

1. Signature of recipient
2. Location of delivery
3. First initial and last name of who signed for the delivery