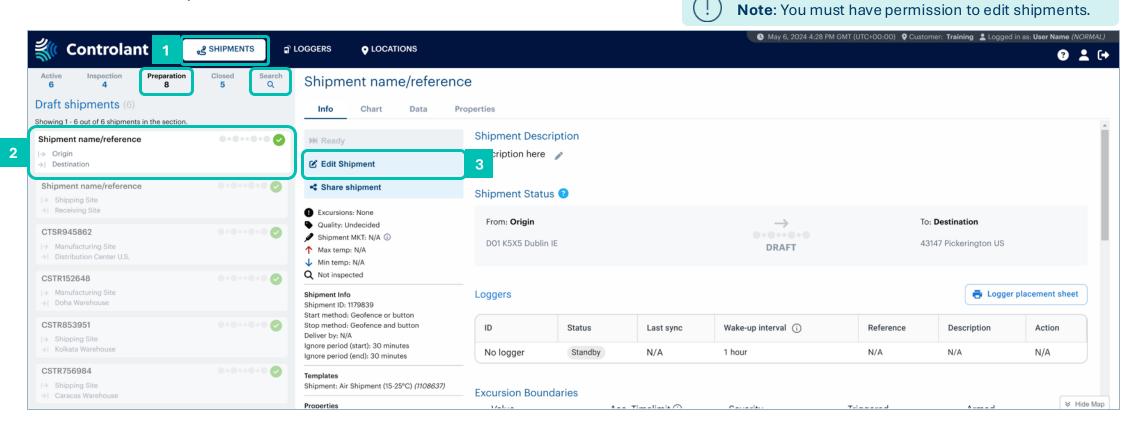




Manually add devices to a shipment (1 of 3)

To add one or more devices to a draft shipment manually via the Controlant Platform (SCM):

- 1. In the Shipments view, navigate to the Preparation tab OR the Search tab.
- 2. Locate the draft shipment and select the shipment you want to update.
- Press Edit shipment.

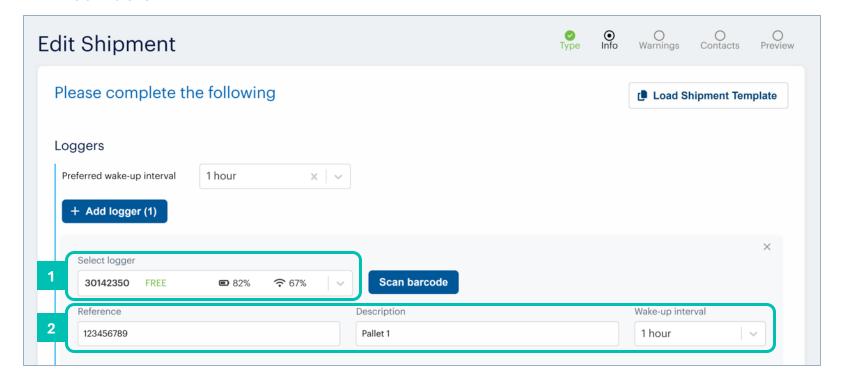




Manually add devices to a shipment (2 of 3)

You will be taken to the Edit Shipment page. To add one or more devices:

- 1. Select the device you want to add by typing in the device ID, using the dropdown menu and choosing from the list or selecting the option to Scan barcode. If required, press Add device to be given the fields to include another.
- 2. Fill out the Reference, Description and Wake-up interval if applicable. If the Wake-up interval is already set, it is part of the template used to create the shipment.
- 3. Press save & Close at the bottom of the page to confirm or press contacts.



Note: When adding more than 30 devices to a shipment, the shipment is divided into multiple identical shipments and each shipment has up to 30 devices.



Manually add devices to a shipment (3 of 3)

Once saved, you will be taken to the updated shipment with the devices you have added.

The shipment is still a draft so can be edited further. To move your shipment from Drafts shipments to Ready to ship, press Ready

The shipment will begin once the start criteria has been met.

