



Courier Management System Information Sheet

<http://courier.clicweb.org>

The online Courier Management System (CMS) is designed to assist library personnel with the preparation and management of items that are delivered via the Colorado Library Courier.

Access the Courier Management System at <http://courier.clicweb.org>

The Courier Management System Main Page

Courier News

Important news and updates about Colorado Library Courier service will be posted in the news box. These messages may also be sent to the CLiC-L listserv.

Courier Links

Provides quick links to important procedural information about the Colorado Library Courier and the CMS system Help file.

Search Courier Codes

Find a courier code

Search courier codes by entering a full or partial library name, old courier code, or city in the search box.

Courier Code Reports

Create custom lists of courier codes, libraries currently on the courier, and school library codes. Reports can be sorted by column and downloaded as Excel files.

Service Issues & Routing Slips

Report a Service Issue

This form reports service issues to the CLiC courier manager, who will research the issue and respond. Library personnel can track the status of their library's service issues by logging into the CMS (see library administrator functions on reverse.)

Print Routing Slips

Create routing slips with the Slip Builder. Print a single slip, a page of slips, 4 unique slips to a page, or a page of blank slips. Slips should be printed on light blue paper.

Log in for Library Administrator Functions

Primary library courier contacts will receive a username and password that gives access to courier administrative functions for their library. Library administrators can update their library's contact information, track service issues, open lost or damaged item reports, and prepare additional reports. See reverse for more information about administration features.

Questions or Need Help?

- Consult the CMS Help under Courier Links.
- Contact the Colorado Library Consortium (CLiC) at courier@clicweb.org or 303-422-1150

Library Administrator Functions of the Courier Management System

Log in: To access the library courier administrator features, log in on the CMS main page. Usernames and passwords are case sensitive.

Navigation: Navigate the administration site using the seven tabs at the top of the page and the tab-specific menus on the left of the page. (See image below).

Colorado Library Courier
Courier Management System - CMS
Phone: 888-206-2695
Or: 303-422-1150
courier@clicweb.org

COLORADO LIBRARY COURIER

Item Tracking Service Issues **Library Info** Routing Slips Reports Maintenance Courier Directory

[Library Details](#)
[Courier Details](#)
[Billing Details](#)
[Library Contacts](#)
[Library Calendar](#)
[Add Library](#)

Courier Details for Colorado Alliance of Research Libraries

Courier Code:

Old Courier Code:

Courier Route:

Stop Type:

Number of Stops:

Stop Days: Monday Tuesday Wednesday Thursday Friday

Stop Time:

Notes:

Item Tracking

Report and track the status of lost or damaged items.

Service Issues

Report and track service issues concerning delivery, sorting, and tote requests.

Library Info

- Update library details and contact information.
- Use the library calendar to schedule holidays or no-service days that are not regular courier holidays. PLEASE NOTE: Any unscheduled or emergency closure should be reported to the Courier Manager via e-mail or phone only.
- Display the library's courier details and route information.
- Manage billing and payment information.

Routing Slips

Create routing slips with the Slip Builder. Print a single slip, a page of slips, 4 unique slips to a page, or a page of blank slips. Slips should be printed on light blue paper.

Reports

Generate lists of library routes and stop times and lost/damaged item reports.

Maintenance

Create and manage login accounts for library personnel.

Courier Directory

Search the directory and display the library details, courier details, contact information, and calendars of other libraries.