

# Centralized Printing Job Status Quick Reference

This quick reference provides a summary of the Distribution and Package statuses, and what action, if any, is required.

## 1 VBMS Core Package Manager, Distributions Tab and Recipients

Picture 1: VBMS Core Package Manager, Distributions Tab Screenshot

Recipient Name	Package Name	Date Released to CBCM	Status
BOBBI S BARNES	5103 Notice for Indigo Montoya	N/A	DRAFT
INIGO MONTOYA	5103 Notice for Indigo Montoya	N/A	DRAFT
Indigo Montoya	INDIGO	N/A	DRAFT

Picture 2: VBMS Core Package Manager, Recipients Screenshot

**NOTE:** Select each recipient in the left column, and select Send Package for ***each recipient***. If each recipient doesn't have the "In Progress" envelope, that package is still in "draft" status.

Table 2: VBMS Core Package Manager, Distributions Tab Correspondence Job Statuses

Status Indication	Explanation of Status	Action Required, if any.
<b>DRAFT</b> 📧	The package has not been finalized and sent.	The user must finalize the package to be sent.
<b>IN_PROGRESS</b> 📧	The package has been finalized and being processed by Centralized Printing.	No user action is needed.
<b>SUCCESS</b> ✅	Centralized Printing has received and accepted the package.	No user action is needed.
<b>FAIL</b> ❗	Centralized Printing has received the package, but unable to print the documents.	User should contact VAVBAWAS/CO/VCIP.

## 2 VBMS Core Package Manager, Packages Tab (Primary View)

Picture 2: VBMS Core Package Manager, Packages Tab Screenshot

The screenshot shows the VBMS Core Package Manager interface for user Inigo Montoya (File #: 999120801). The interface includes navigation tabs for Recipients and Packages, and a 'Create' button. The Packages tab is active, displaying a table with the following data:

Package Name	Created Date	Number of Documents	State	Delete
INDIGO	12/11/2017	1	FINALIZED ●	
<a href="#">Request For Application Letter - 12-12-2017</a>	12/11/2017	72	FINALIZED ●	
<a href="#">Request For Apportionment Letter - 12-12-2017</a>	12/11/2017	1	NEW ●	
<a href="#">Standard 5103 Notice - 12-12-2017</a>	12/11/2017	1	NEW ●	

Table 2: VBMS Core Package Manager, Packages Tab Correspondence Job Statuses

Status Indication	Explanation of Status	Action Required, if any.
 	The package has not been finalized and sent.	The user must finalize the package to be sent.
 	The package has been finalized and being processed by Centralized Printing.	No user action is needed.

### 3 VBMS Awards Correspondence Summary

Picture 3: VBMS Awards Correspondence Summary Screenshot

Type	Participant Type	Recipients Name	Correspondence Address	Email	Mobile Phone	Delivery Method	Distribution Date	Distribution Status
Veteran	Person	TEST VETERAN	100 VETERAN WAY, MONTGOMERY, AL 36109, USA			Print Central	12/28/2017 02:56 PM	Submitted
POA	Organization	WOUNDED WARRIOR PROJECT	7020 A.C. Skinner Parkway, Suite 100, JACKSONVILLE, FL 32256, USA			Print Central	12/28/2017 02:56 PM	Submitted

Table 3: VBMS Awards Correspondence Summary Correspondence Job Statuses

Status Indication	Explanation of Status	Action Required, if any.
<b>Submitted</b>	The Correspondence Package has been submitted to the Package Manager.	No user action is needed.
<b>Submission Failed</b>	The Correspondence Package submission failed to the Package Manager.	The user creates a package via the VBMS Core Package Manager.
<b>Distribution Acknowledged</b>	The correspondence package has been submitted to Centralized Printing, and acknowledgement has been received.	No user action is needed.
<b>Distribution Completed</b>	Centralized Printing has received the package, and was able to print the documents.	No user action is needed.
<b>Distribution Failed</b>	Centralized Printing was either unable to create the distribution or unable to hand over the distribution for printing.	User should contact VAVBAWAS/CO/VCIP.