

 Dashboard


 Receive


 Multi-Receive


 Verify

 Retrieve


 Deliver


 Action


 Alerts


 Recipients

Research / Report


 Find Package


 Current Undelivered

 Route Manifests

 Route Notes


 Received Today

 Delivered Today

 Storage Report

Search

Recipient 



Tracking Number 

User Event Report

All Events 

All Users 

Dashboard


 Carrier Analysis 

Carrier	Today	Aug	Jul	Jun
UPS	0	0	1	2
USPS	0	4	1	0

RECEIVING A PACKAGE

This job aid will walk you through receiving packages and printing out package label.

Available
Widgets

Package
Tracking 

University of
Massachusetts
Amherst

Residential Services

Packages

Interested in Inventory Management? Check out Allocadence!

Help

Support

Admin

C

Dashboard

Receive

Auto-Receive

Verify

Retrieve

Deliver

Action

Alerts

Recipients

Research / Report

Find Package

Current Undelivered

Route Manifests

Route Notes

Received Today

Delivered Today

Storage Report

Search

Recipient

Tracking Number

User Event Report

All Events

All Users

Carrier Analysis

Carrier	Today	Aug	Jul	Jun
UPS	0	0	1	2
USPS	0	4	1	0

Available
Widgets


Package
Tracking


RECEIVING A PACKAGE


Click on "Receive" in the top menu bar.


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Research / Report


 Find Package


 Current Undelivered

 Route Manifests

 Route Notes


 Received Today

 Delivered Today

 Storage Report

Search

Recipient 

Tracking Number 

User Event Report

All Events 

All Users 

Create Receipt



Tracking Number

Carrier

Other



Recipient *



Recipient Location *



Package Type *



Storage Location *



Last Name



Email



Send Email?



Description



Sender



Damages



Label quantity

1



* = Required


Deliver Now


Receive [F12]


RECEIVING A PACKAGE

Scan or key in the tracking number, then TAB to the next field.

Tabbing to the next field triggers the system to analyze the tracking number for any carrier information and will auto-populate carrier fields, if any is available.

 Dashboard


 Receive

 Multi-Receive


 Verify

 Retrieve


 Deliver


 Action


 Alerts

 Recipients


Research / Report


 Find Package


 Current Undelivered

 Route Manifests

 Route Notes


 Received Today

 Delivered Today

 Storage Report

Search

Recipient 

Tracking Number 

User Event Report

All Events 

All Users 

Create Receipt

Tracking Number
1234567890

Carrier

DHL
AMAZON
DHL
FEDEX
UPS
USPS
Other

Service

 Package Type *

 Storage Location *

 Last Name

 EMail ☐ Send Email?

 Description

 Sender

 Damages

 Label quantity
1   


* = Required


Deliver Now


Receive [F12]

RECEIVING A PACKAGE

Select the carrier.

 Dashboard


 Receive


 Multi-Receive


 Verify

 Retrieve


 Deliver


 Action


 Alerts


 Recipients


Research / Report

 Find Package


 Current Undelivered

 Route Manifests

 Route Notes

 Received Today

 Delivered Today


 Storage Report

Search

Recipient 

Tracking Number 

User Event Report

All Events 

All Users 

Create Receipt



Tracking Number
1234567890

Carrier
USPS

Service
CERTIFIED MAIL
DELIVERY CONFIRMATION
EXPRESS
FIRST CLASS
INSURED MAIL
PARCEL SELECT
PRIORITY
REGISTERED MAIL
SIGNATURE CONFIRMATION
STANDARD

Recipient *

Recipient Location *


Package Type *

Storage Location *

Last Name

Email ☐ Send Email?

Description

Sender  

Damages

Label quantity
1   

* = Required

Deliver Now

Receive [F12]

**RECEIVING A
PACKAGE**

Select the Service.

University of
Massachusetts
Amherst

Residential Services

Packages

Interested in Inventory Management? Check out Allocadence!

Help Support Admin

Dashboard

Receive

Multi-Receive

Verify

Retrieve

Deliver

Action

Alerts

Recipients

Research / Report

Find Package

Current Undelivered

Route Manifests

Route Notes

Received Today

Delivered Today

Storage Report

Search

Recipient

Tracking Number

User Event Report

All Events

All Users

Create Receipt

Tracking Number

1234567890

Carrier

USPS

Service

FIRST CLASS

Recipient *

LEVE

Leveille, Rob - Brett

Leveque, Wildens - Oak

Package Type *

Storage Location *

Last Name

EEmail

Send Email?

Description

Sender

Damages

Label quantity

1

* = Required

Deliver Now

Receive [F12]

RECEIVING A PACKAGE


Key in the recipient's last name. Select their name from the drop-down menu.


The system will search as you type, so most times you won't need to enter the whole last name. If there are multiples of the same name, abandon receiving and identify the correct one by clicking recipients in the blue bar at the top. (See next page.)

Receiving a Package.pdf 6

8/16/2023 2:50:32 PM

 Dashboard


 Receive


 Multi-Receive


 Verify

 Retrieve


 Deliver


 Action


 Alerts


 Recipients

Research / Report


 Find Package


 Current Undelivered

 Route Manifests

 Route Notes


 Received Today

 Delivered Today

 Storage Report

Search

Recipient 

Tracking Number 

User Event Report

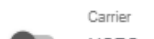
All Events 

All Users 

Create Receipt



Tracking Number
1234567890

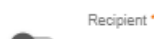


Carrier

USPS

Service

FIRST CLASS



Recipient *

Leveille, Rob



Recipient Location *

Brett



Package Type *



Storage Location *



Last Name

LEVEILLE



E-Mail

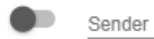
rleveille@admin.umass.edu



Send Email?



Description



Sender



Damages



Label quantity

1



* = Required

Deliver Now

Receive [F12]

RECEIVING A PACKAGE

Once a recipient is selected, the system will populate the location, last name and email based on what is in their profile.



Dashboard

Receive

Multi-Receive

Verify

Retrieve

Deliver

Action

Alerts

Recipients

Research / Report

- Find Package
- Current Undelivered
- Route Manifests
- Route Notes
- Received Today
- Delivered Today
- Storage Report

Search

Recipient

Tracking Number

User Event Report

All Events

All Users

Create Receipt



Tracking Number
1234567890



Carrier
USPS

Service
FIRST CLASS



Recipient
Leveille, Rob



Recipient Location
Brett



Package Type

Amazon padded envelope
Amazon pkg
bundle of letter mail
large pkg
over-sized pkg (too large for shelves)
padded envelope
small pkg
nevenm@caumh.umass.edu



Send Email?



Description



Sender



Damages



Label quantity
1


* = Required


Deliver Now


Receive [F12]

RECEIVING A PACKAGE

Select the package
type.

 Dashboard


 Receive


 Multi-Receive


 Verify

 Retrieve

 Deliver


 Action

 Alerts


 Recipients

Research / Report


 Find Package


 Current Undelivered

 Route Manifests

 Route Notes


 Received Today

 Delivered Today

 Storage Report

Search

Recipient 

Tracking Number 

User Event Report

All Events 

All Users 

Create Receipt



Tracking Number
1234567890

Carrier
USPS

Service
FIRST CLASS

Recipient
Leveille, Rob

Recipient Location
Brett

Package Type
small pkg

Storage Location
BRE

BRETT A1

BRETT A2

BRETT A3

BRETT A4

BRETT A5

BRETT B1

BRETT B2

BRETT B3

BRETT B4

BRETT B5

BRETT C1

BRETT C2

BRETT C3

BRETT C4

BRETT C5


☒ Send Email?





RECEIVING A PACKAGE

Select the storage location where the package will be placed.

This is also a field that will search as you type. You can make your selection at anytime when you see it appear in the

 Dashboard


 Receive


 Multi-Receive


 Verify

 Retrieve


 Deliver


 Action


 Alerts


 Recipients


Research / Report


 Find Package


 Current Undelivered

 Route Manifests

 Route Notes


 Received Today

 Delivered Today

 Storage Report

Search

Recipient 

Tracking Number 

User Event Report

All Events 

All Users 

Create Receipt



Tracking Number

Carrier

Other

Recipient *

Recipient Location *

Package Type *

Storage Location *

Last Name

E-Mail

☐ Send Email?

Description

Sender

Damages

Label quantity

1

* = Required

Deliver Now


Receive [F12]

LOCK FEATURE

If you are receiving multiple packages and need to keep some of the information to same, you can use the lock feature next to each field to freeze it's content from one package to the next.

 Dashboard


 Receive


 Multi-Receive


 Verify

 Retrieve


 Deliver


 Action


 Alerts

 Recipients


Research / Report


 Find Package

 Current Undelivered

 Route Manifests


 Route Notes


 Received Today

 Delivered Today

 Storage Report

Search

Recipient 

Tracking Number 

User Event Report

All Events 

All Users 

Create Receipt



Tracking Number

Carrier

Other 

Recipient *



+

Recipient Location *







Package Type *



+

Storage Location *



Last Name

E-Mail

☐

Send Email?

Description

Sender



+

Damages

Label quantity

1



* = Required

Deliver Now

Receive [F12]

TIME SAVERS

CLEAR FIELDS

If you need to erase/reset the information in the fields and clear any locks, click the "Clear" button.

Research / Report

Find Package

Current Undelivered

Route Manifests

Route Notes

Received Today

Delivered Today

Storage Report

Search

Recipient

Tracking Number

User Event Report

All Events

All Users

Create Receipt



Tracking Number

Carrier

Other

Recipient *



Recipient Location *



Package Type *



Storage Location *



Last Name

E-Mail



Send Email?

Description

Sender



Damages

Label quantity

1



* = Required

Deliver Now

Receive [F12]

TIME SAVERS

RECALL FIELDS

*If you forgot to lock a field that is going to be used on more than one receipt in your batch, toggle the lock(s) next to the desired fields and then click the **"Recall"** button. The data from the previous entry will reappear.*