

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

Dashboard

Drag widgets from the toolbar into this area to personalize your Dashboard

RECIPIENT SEARCH

Click "Recipients" in the top menu bar to begin.

Dashboard

Receive

Multi-Receive

Verify

Retrieve

Deliver

Action

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Search

Recipient

Badge ID

Mailbox Number

Recipient Location

Room

Department

Cost Center

Preferred Name

E-Mail

Classification

Find

Clear

RECIPIENT SEARCH

Enter the recipient's **FULL** last name, then click "Find".

Entering the entire last name helps narrow down the search to just the relevant results as you will occasionally run into *near* identical names.

Research / Report

- Find Package
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Search

Recipient

Tracking Number

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Search

Recipient:

Badge ID: _____

Recipient Location: _____

Room: _____

Cost Center: _____





Preferred Name: _____

Classification: _____

Find Clear

RECIPIENT SEARCH

The results of the search appear in the area below. In this example you will see two near identical names. Click on the pencil to the left of the name to view more details.

Recipient	Badge ID	Mailbox Number	Recipient Location	Classification
 Leveille, Rob	5000021497		Oak	
 Leveille, Robert James	12345XYZ123		Sycamore	

Click the **green truck** to the far right of the recipient's name to begin the delivery process to the recipient.

Modify Recipient

Recipient Information

Recipient *
Leveille, Rob

Preferred Name
Bob

Recipient Location *
Oak

Room
401

Update Undelivered Packages with New Location

Address 1
143 COMMONWEALTH AVE

City
Amherst

Address 2

State
Massachusetts

Use forwarding label for this address

Country
United States

E-Mail
rleveille@admin.umass.edu

Send Email On Receipt

RECIPIENT SEARCH

Clicking the pencil in the previous step opens the **"Modify Recipient"** screen. Review the details for each to determine which is the proper recipient.

When finished, click **"CANCEL"** at the bottom or click **"Recipients"** in the blue bar again to exit.

DO NOT MAKE CHANGES.

Modify Recipient

Recipient Information

Recipient *
Leveille, Robert James

Preferred Name
Bobby

Recipient Location *
Sycamore

Room
259

Update Undelivered Packages with New Location

Address 1
159 commonwealth ave

City
amherst

Address 2

State
Massachusetts

Zip
01003-9253

Use forwarding label for this address

Country
United States

E-Mail
rleveille@umass.edu

Send Email On Receipt

University of Massachusetts Amherst Residential Services **Packages** Help Support Admin C
 Interested in Inventory Management? Check out Allocadence!

Dashboard Receive Multi-Receive Verify Retrieve Deliver Action Alerts Recipients

Research / Report Search

Find Package Current Undelivered

Recipient Badge ID Mailbox Number
 Recipient Location Room Department

Browse CANCEL **Search**

A B C D E F G H I J K **L** M N O P Q R S T U V W X Y Z ALL

Recipient	Recipient Location	Mailbox Number	Classification
[Redacted]	[Redacted]	[Redacted]	[Truck Icon]
[Redacted]	[Redacted]	[Redacted]	[Truck Icon]
[Redacted]	[Redacted]	[Redacted]	[Truck Icon]
Leveille, Rob	Oak	[Redacted]	[Truck Icon]
Leveille, Robert James	Sycamore	[Redacted]	[Truck Icon]
[Redacted]	[Redacted]	[Redacted]	[Truck Icon]

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RECIPIENT SEARCH

Alternatively, there is also a browse option. This is especially handy if you are not sure of the spelling.

When finished, click **"CANCEL"** at the bottom or click **"Recipients"** in the blue bar again to exit.

DO NOT MAKE CHANGES.