

SQBX - Dashboard

Notice 123

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sso.sqbxcloud.com/dashboard.php

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Interested in Inventory Management? Check out Allocadence!

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Carrier Analysis

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

RETRIEVING AND DELIVERING PACKAGES

This job aid will show you how to retrieve packages and collect a signature to complete delivery.

Available
Widgets

Package
Tracking

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Carrier Analysis

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

Available Widgets

Package Tracking

RETRIEVING AND DELIVERING PACKAGES

Ask student to get their Ucard, then click the "Retrieve" icon above.

If the student does not have their Ucard with them, you will need to look them up manually by clicking "Recipients" above*.

*See the Recipients Job Aid for directions.

https://sso.sqbxccloud.com/retrieve.php

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Retrieve

Select Recipient

Recipient

Scan an ID or enter Recipient

After selecting a Recipient, their packages will be displayed below along with their Storage Location and Received Date/Time

RETRIEVING AND DELIVERING PACKAGES

When this screen comes up, the cursor is already in the "**Recipient**" box. Ask the student to **tap their card** on the **tap-reader** on the counter. This will automatically enter their ID number.

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Retrieve

Select Recipient

Recipient

500002

Scan an ID or enter a Recipient

After selecting a Recipient, their packages will be displayed below along with their Storage Location and Received Date/Time

RETRIEVING AND DELIVERING PACKAGES

The **ID number** will cross-reference the "**RECIPIENT**" name in the database and auto-fill their name, then display the list of packages below.

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Select Recipient

Recipient

Leveille, Rob

Scan an ID or enter a Recipient

Recipient Location: Brett

EMail: rleveille@admin.umass.edu

Cell:

Select Items to Retrieve

Tracking Number

Print Pick List

5 packages

Tracking Number	Received Date	Status	Storage Location	Group	Route
420010039200190319695800000462	08/10/2023 03:20:51pm	Received	BRETT C5	<input type="checkbox"/>	
420010039200190319695800000073	08/08/2023 01:00:59pm	Modified	BRETT A1	<input type="checkbox"/>	

RETRIEVING AND DELIVERING PACKAGES

The number has changed to the name, and is displaying all packages. Scroll down the page to the bottom of the list.

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Select Items to Retrieve

Tracking Number

Print Pick List

Scan Tracking Number or mark items to be retrieved

5 packages

Tracking Number	Received Date	Status	Storage Location	Group	Route
420010039200190319695800000462	08/10/2023 03:20:51pm	Received	BRETT C5	<input type="checkbox"/>	
420010039200190319695800000073	08/08/2023 01:00:59pm	Modified	BRETT A1	<input type="checkbox"/>	
9114999944238909715504	07/31/2023 01:24:28pm	Received	BRETT A1	<input type="checkbox"/>	
9114901230801363742736	08/02/2023 11:14:14am	Received	BRETT A1	<input type="checkbox"/>	
1Z0459439046966418	06/22/2023 02:40:54pm	Redirect to other RSD			

☐ Check all

Retrieve

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RETRIEVING AND DELIVERING PACKAGES

The **shelf location** of the package is displayed for each. Search the shelf for the student's name. This is on the sticker on the **lower left corner** of the smallest face of the package. Once all have been found and brought to the counter, click "**Check all**".

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Select Items to Retrieve

Tracking Number

Scan Tracking Number or mark items to be retrieved

5 packages

	Tracking Number	Received Date	Status	Storage Location	Group	Route
	420010039200190319695800000462	08/10/2023 03:20:51pm	Received	BRETT C5	<input checked="" type="checkbox"/>	
	420010039200190319695800000073	08/08/2023 01:00:59pm	Modified	BRETT A1	<input checked="" type="checkbox"/>	
	9114999944238909715504	07/31/2023 01:24:28pm	Received	BRETT A1	<input checked="" type="checkbox"/>	
	9114901230801363742736	08/02/2023 11:14:14am	Received	BRETT A1	<input checked="" type="checkbox"/>	
	1Z0459439046966418	06/22/2023 02:40:54pm	Redirect to other RSD	BRETT A1		

☒ x all

Group Retrieve

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RETRIEVING AND DELIVERING PACKAGES

When all packages are checked, click the "Group Retrieve" icon. This will open the "Confirm Group Status Change" window.

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Please Confirm Group Status Change

Recipient	Tracking No.	Date Received
Leveille, Rob	1Z0459439046966418	06/22/2023 02:40:54pm
Leveille, Rob	9114999944238909715504	07/31/2023 01:24:28pm
Leveille, Rob	9114901230801363742736	08/02/2023 11:14:14am
Leveille, Rob	420010039200190319695800000073	08/08/2023 01:00:59pm
Leveille, Rob	420010039200190319695800000462	

Delivery Status

Select Delivery Status

Retrieved

Select Delivery Location

Brett

or enter details here

Capture Signature

Release Without Signature

RETRIEVING AND DELIVERING PACKAGES

Click on "Select Delivery Status" drop down menu.

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Recipient

Leveille, Rob

Tracking No.

1Z0459439046966418

Received

Delivered

Redirect to other RSD

Transfer to Mail Services

Stored

Shipped

Retrieved

Pending Pickup

Pending Approval

Declined Pickup

Picked

Pickup Cancelled

15504

42736

969580000

969580000

Retrieved

Select Delivery Location

Brett

or enter details here

Capture Signature

Release Without Signature

RETRIEVING AND DELIVERING PACKAGES

"Retrieve" is highlighted. Select "Delivered" at the top of the page to have the student sign for their packages.

If the student has moved to another RSD, you can select "Redirect to other RSD" and give to Mail Services with a note to move them to the new RSD.

If the student refuses the packages or they are unclaimed after 7 days, select "Transfer to Mail Services", and give to Mail Services with a note stating the reason it is being returned.

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Recipient	Tracking No.	Date Received
Leveille, Rob	1Z0459439046966418	06/22/2023 02:40:54pm
Leveille, Rob	91149900110000000715501	07/01/2023 01:24:28pm
Leveille, Rob	911490	07/01/2023 01:14:14am
Leveille, Rob	420010	07/01/2023 00:59pm
Leveille, Rob	420010	07/01/2023 02:51pm

Delivery Status

Select Delivery Status
Delivered

Select Delivery Location
Brett

or enter details here

Capture Signature

Release Without Signature

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RETRIEVING AND DELIVERING PACKAGES

Once your status is set to **Delivered**, click **"Capture Signature"**.

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Recipient Tracking No. Date Received


Leveille, Rob	170459439046966418	06/22/2023 02:40:54pm
Leveille, Rob		07/31/2023 01:24:28pm
Leveille, Rob		08/02/2023 11:14:14am
Leveille, Rob		08/08/2023 01:00:59pm
Leveille, Rob		08/10/2023 03:20:51pm

Delivery Status

Select Delivery Status
Delivered

Select Delivery Location
Brett

Please Sign for this package using the Signature Pad



Signed By *
Rob Leveille

Clear Cancel OK

A Ucard is **required** to prove identity and to collect packages. A CSA is not authorized to "Release Without Signature". Only a Service Desk Coordinator will have this ability.

Release Without Signature

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Recipient

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Leveille, Rob

Leveille, Rob

Leveille, Rob

Leveille, Rob

Tracking No.

170459439046966418

Delivery Status

Select Delivery Status

Delivered

Select Delivery Location

Brett

Capture Signature

Release Without Signature

Please Sign for this package using the Signature Pad

Signed By *

Rob Leveille

Clear Cancel

OK

RETRIEVING AND DELIVERING PACKAGES

Click **OK** to complete this delivery.

Click **Retrieve** in the blue banner to start the next delivery.

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