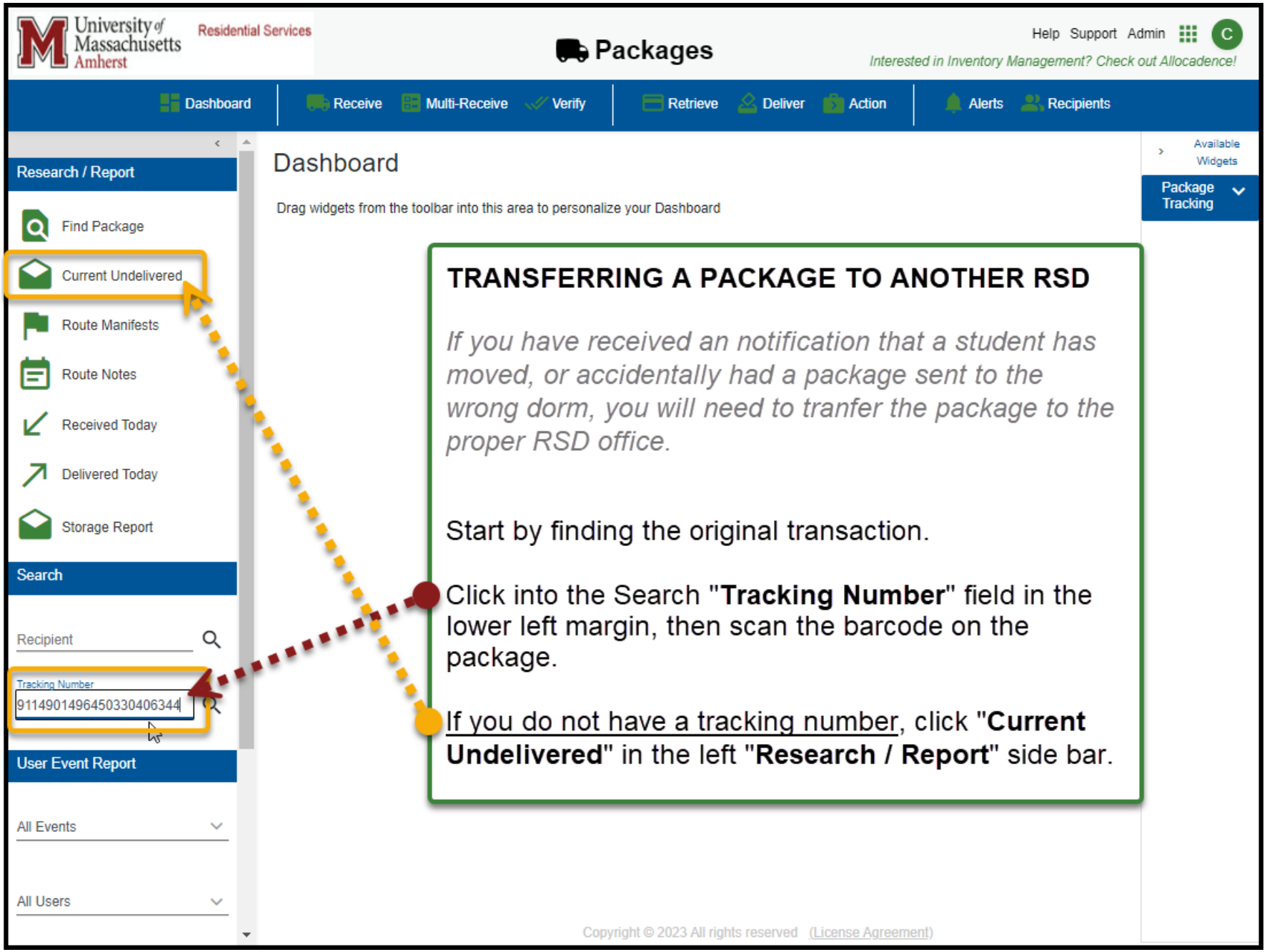


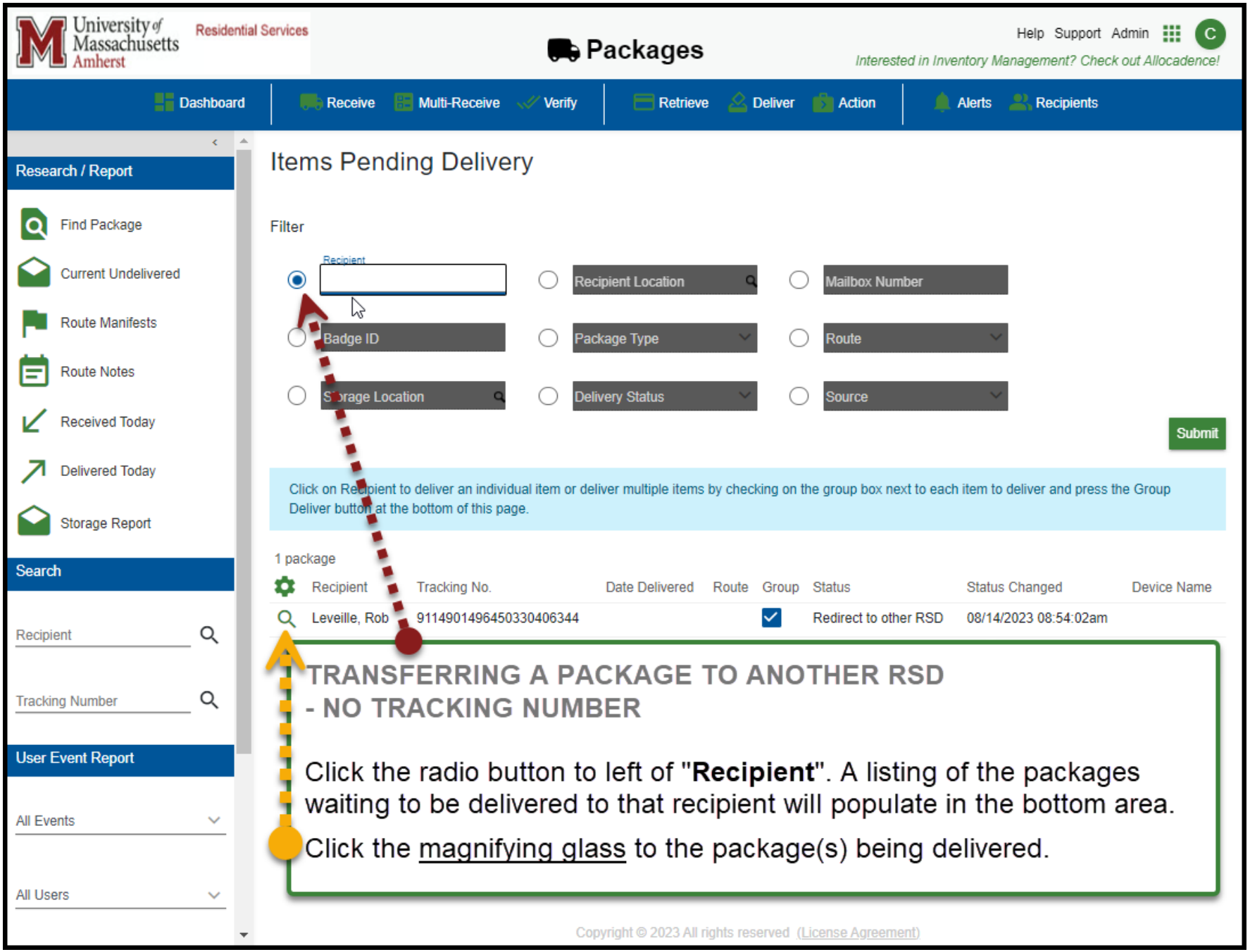
TRANSFERRING A PACKAGE TO ANOTHER RSD

If you have received an notification that a student has moved, or accidentally had a package sent to the wrong dorm, you will need to tranfer the package to the proper RSD office.

Start by finding the original transaction.

Click into the Search "**Tracking Number**" field in the lower left margin, then scan the barcode on the package.

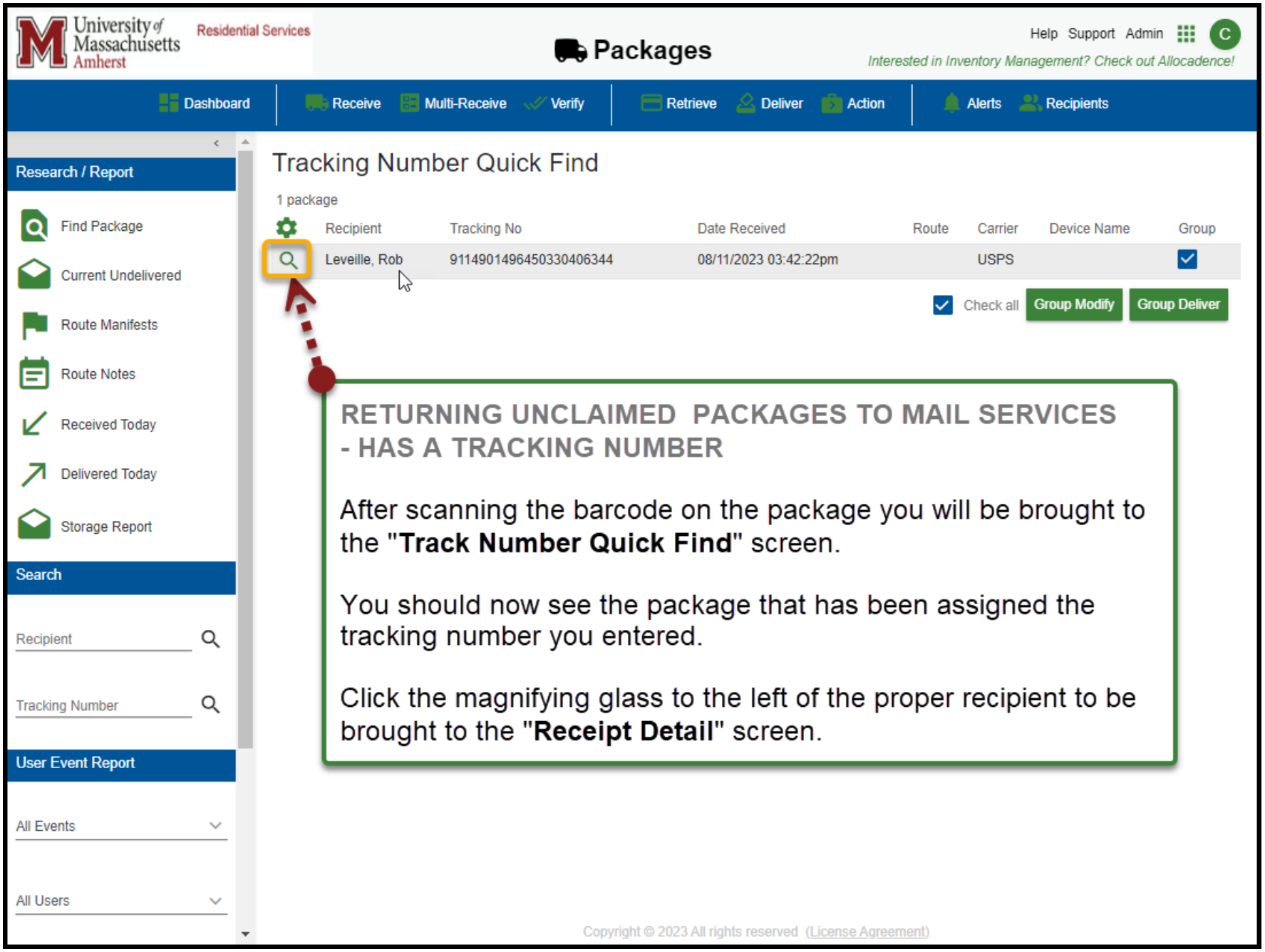
If you do not have a tracking number, click "**Current Undelivered**" in the left "**Research / Report**" side bar.



TRANSFERRING A PACKAGE TO ANOTHER RSD - NO TRACKING NUMBER

Click the radio button to left of "**Recipient**". A listing of the packages waiting to be delivered to that recipient will populate in the bottom area.

Click the magnifying glass to the package(s) being delivered.



RETURNING UNCLAIMED PACKAGES TO MAIL SERVICES - HAS A TRACKING NUMBER

After scanning the barcode on the package you will be brought to the "**Track Number Quick Find**" screen.

You should now see the package that has been assigned the tracking number you entered.

Click the magnifying glass to the left of the proper recipient to be brought to the "**Receipt Detail**" screen.

University of Massachusetts Amherst — Residential Services

Packages

Help Support Admin

Interested in Inventory Management? Check out Allocadence!

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

Receipt Detail

Current Status

Redirect to other RSD

Recipient: Leveille, Rob
Last Name: LEVEILLE
Recipient Location: Brett
EMail: rleveille@admin.umass.edu
Received By: rleveille
Received On: 08/11/2023 03:42:22pm
Carrier: USPS
Service: FIRST CLASS
Tracking No: 9114901496450330406344
Description:
Sender:
Damages:
Storage Location: BRETT A5
Internal ID: 375163
Package Type: padded envelope

Released By: rleveille
Package Location: Moved 1 week ago to North Apts
Redirect to other RSD on: 08/14/2023 08:54:02am by **rleveille**

TRANSFERRING A PACKAGE TO ANOTHER RSD

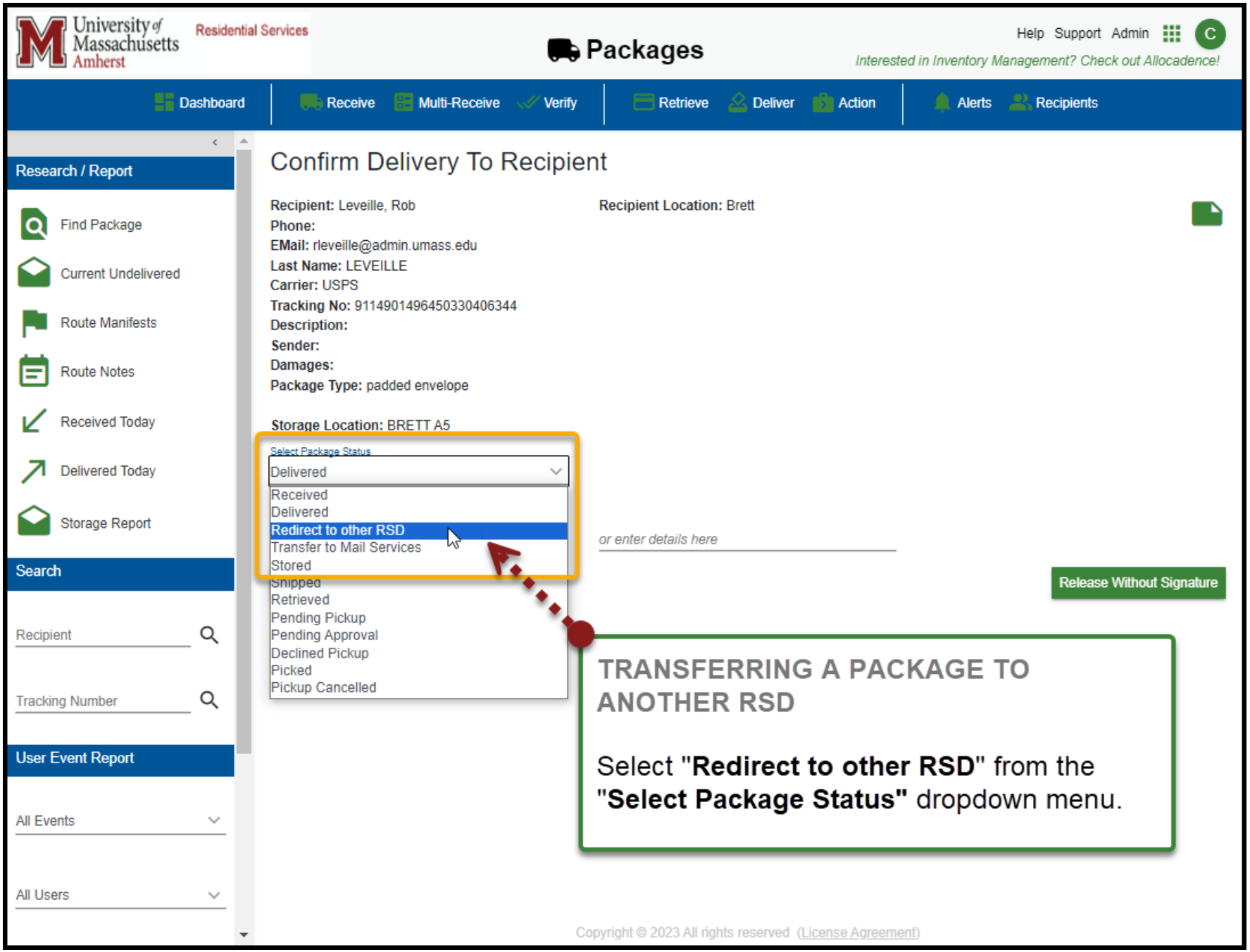
Click "**Deliver**" in the gray border at the bottom of the transaction.

Print Label | Modify | Print | Deliver | Action | Add Note | Add Image | Add Attachment | Manifests

Receipt History

Date	Responsible	Carrier	By	Status
08/11/2023 03:42:22pm	Leveille, Rob	USPS	rleveille	Received

Notes



TRANSFERRING A PACKAGE TO ANOTHER RSD

Select "**Redirect to other RSD**" from the "**Select Package Status**" dropdown menu.

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Packages

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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

Confirm Status Change

Recipient: Leveille, Rob
Phone:
EMail: rleveille@admin.umass.edu
Last Name: LEVEILLE
Carrier: USPS
Tracking No: 9114901496450330406344
Description:
Sender:
Damages:
Package Type: padded envelope

Recipient Location: Brett

Storage Location: BRETT A5

Select Package Status
Redirect to other RSD

Select Delivery Location
Brett

or enter details here

Confirm Status Change

TRANSFERRING A PACKAGE TO ANOTHER RSD

Click the "**Confirm Status Change**" button in the lower right to complete the transfer.