

Research / Report

Find Package

Current Undelivered

Route Manifests

Route Notes

Received Today

Delivered Today

Storage Report

Search

Recipient

Tracking Number

9114901496450330406344

User Event Report

All Events

All Users

Dashboard

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

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 transfer 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.

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Items Pending Delivery

Filter

Recipient
 Recipient Location
 Mailbox Number
 Badge ID
 Package Type
 Route
 Storage Location
 Delivery Status
 Source

Submit

Click on Recipient to deliver an individual item or deliver multiple items by checking on the group box next to each item to deliver and press the Group Deliver button at the bottom of this page.

1 package

Recipient	Tracking No.	Date Delivered	Route	Group	Status	Status Changed	Device Name
<input checked="" type="checkbox"/> Leveille, Rob	9114901496450330406344			<input checked="" type="checkbox"/>	Redirect to other RSD	08/14/2023 08:54:02am	

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.

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Tracking Number Quick Find

1 package

Recipient	Tracking No	Date Received	Route	Carrier	Device Name	Group
Leveille, Rob	9114901496450330406344	08/11/2023 03:42:22pm		USPS		<input checked="" type="checkbox"/>

Check all

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.

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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

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Confirm Delivery To Recipient

Recipient: Leveille, Rob Recipient Location: Brett

Phone:
E-Mail: rleveille@admin.umass.edu
Last Name: LEVEILLE
Carrier: USPS
Tracking No: 9114901496450330406344
Description:
Sender:
Damages:
Package Type: padded envelope

Storage Location: BRETT A5

Select Package Status

- Delivered
- Received
- Delivered
- Redirect to other RSD**
- Transfer to Mail Services
- Stored
- Snipped
- Retrieved
- Pending Pickup
- Pending Approval
- Declined Pickup
- Picked
- Pickup Cancelled

or enter details here

Release Without Signature

TRANSFERRING A PACKAGE TO ANOTHER RSD

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

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Confirm Status Change

Recipient: Leveille, Rob

Recipient Location: Brett

Phone:

E-Mail: rleveille@admin.umass.edu

Last Name: LEVEILLE

Carrier: USPS

Tracking No: 9114901496450330406344

Description:

Sender:

Damages:

Package Type: padded envelope

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.