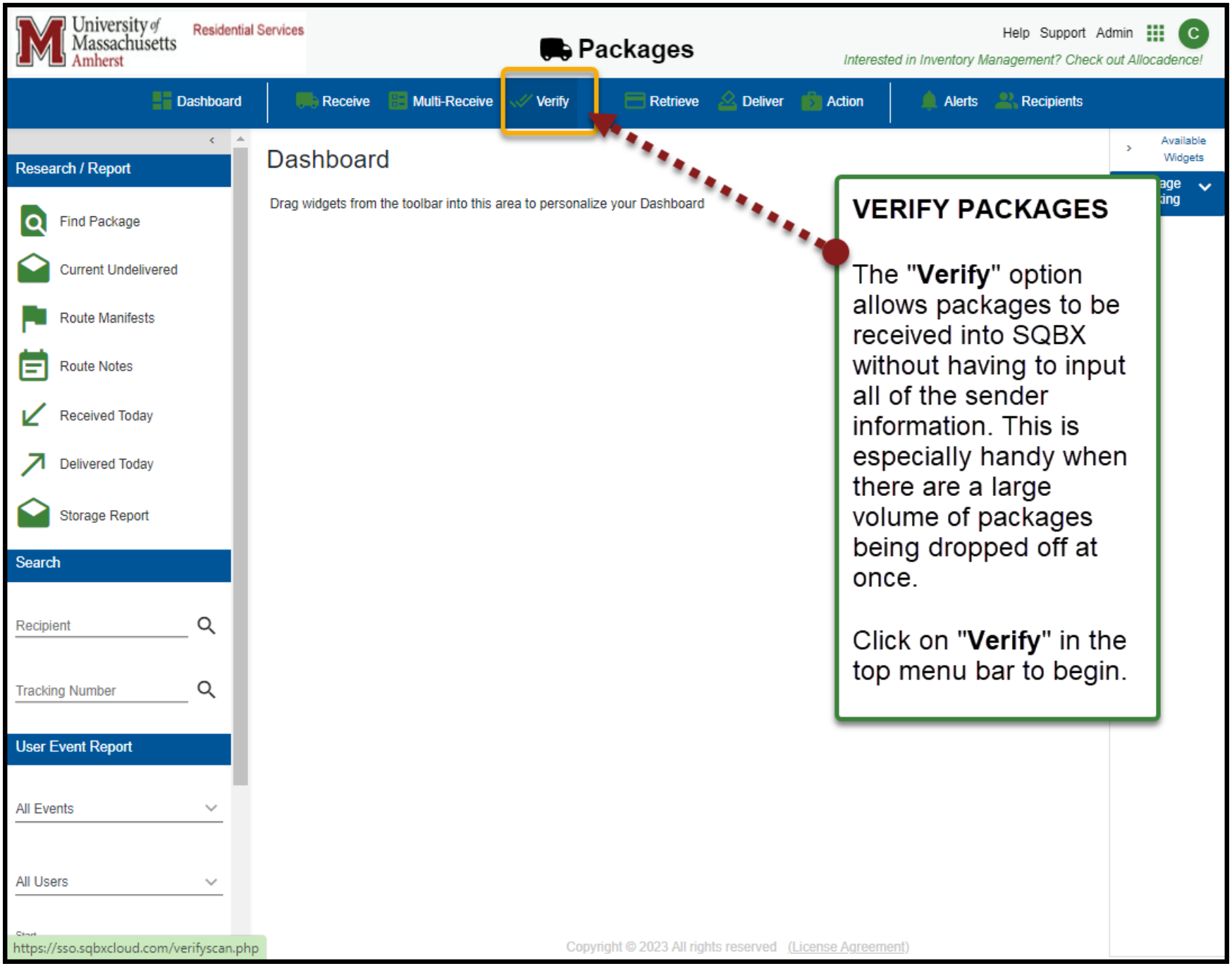
University of Massachusetts Amherst
Residential Services
Packages
Help Support Admin
Interested in Inventory Management? Check out Allocadence!
Dashboard
Receive
Multi-Receive
Verify
Retrieve
Deliver
Action
Alerts
Recipients
Research / Report
Find Package
Current Undelivered
Route Manifests
Route Notes
Received Today
Delivered Today
Storage Report
Search
Recipient
Tracking Number
User Event Report
All Events
All Users
Dashboard
Drag widgets from the toolbar into this area to personalize your Dashboard
Available Widgets
VERIFY PACKAGES
The "Verify" option allows packages to be received into SQBX without having to input all of the sender information. This is especially handy when there are a large volume of packages being dropped off at once.
Click on "Verify" in the top menu bar to begin.
https://sso.sqbxcloud.com/verifyscan.php
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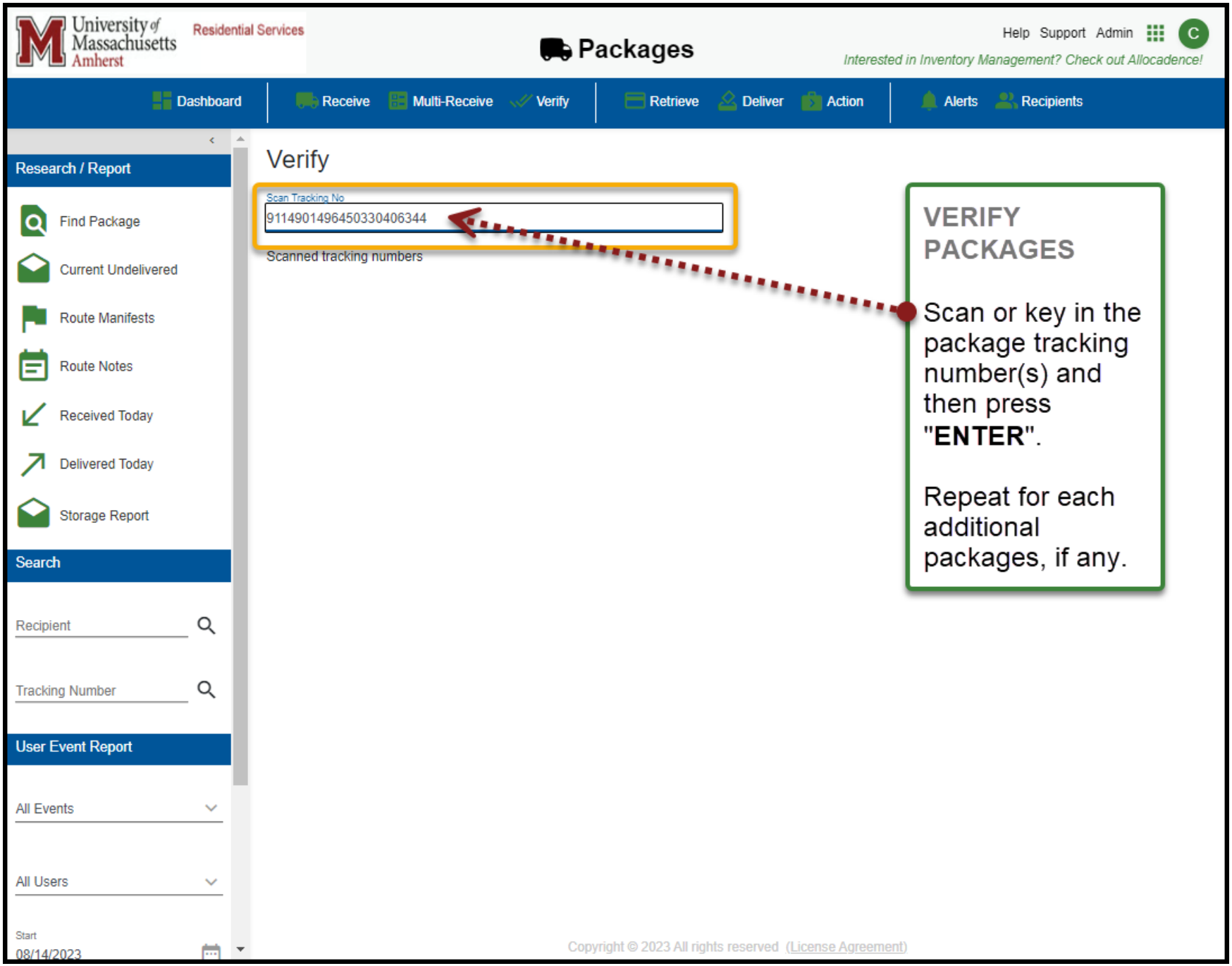
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Received Today
Delivered Today
Storage Report
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Recipient
Tracking Number
User Event Report
All Events
All Users
Start
08/14/2023
Verify
Scan Tracking No
91149014964503304063 44
Scanned tracking numbers
VERIFY PACKAGES
Scan or key in the package tracking number(s) and then press "ENTER".
Repeat for each additional packages, if any.
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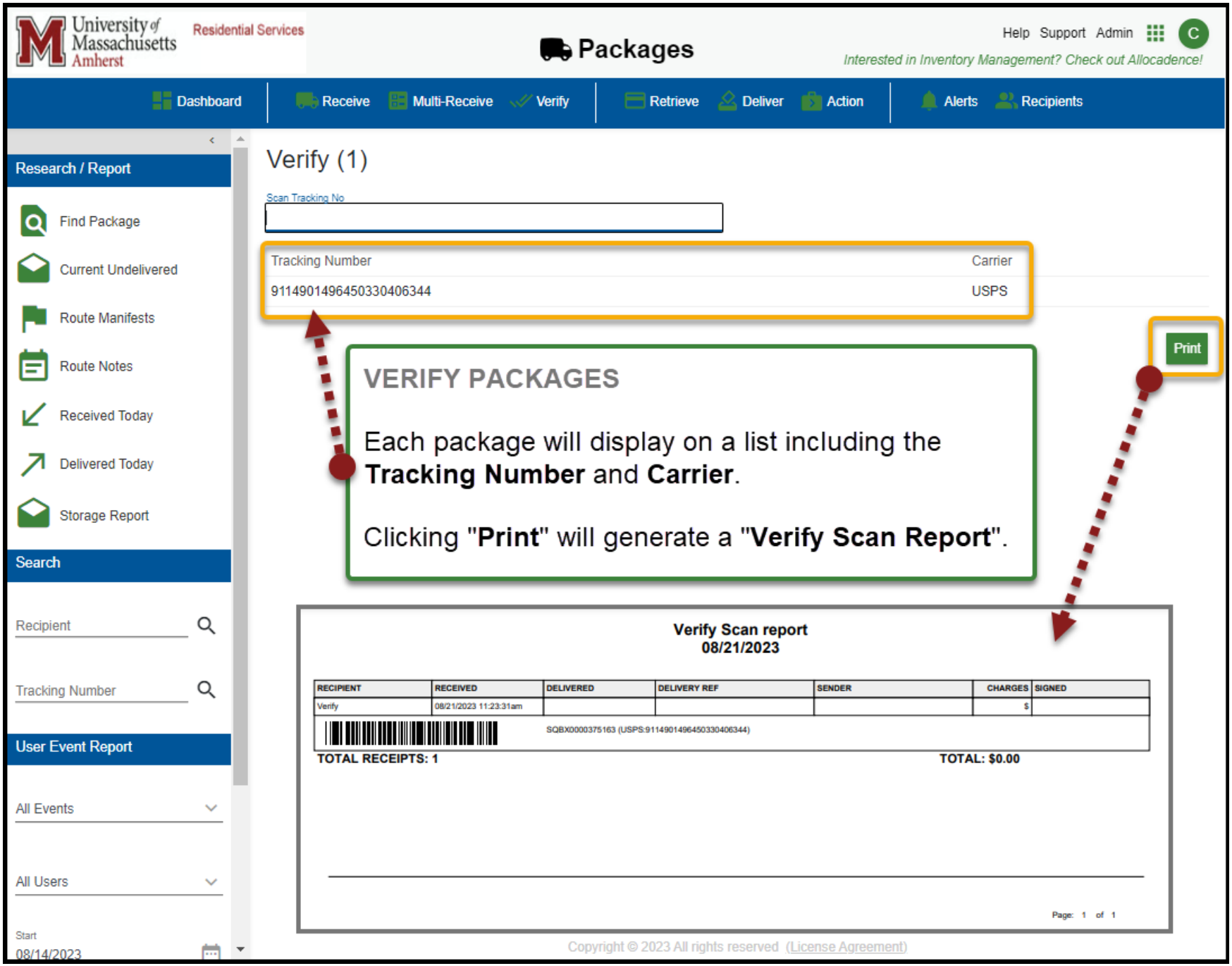
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Delivered Today
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Recipient
Tracking Number
User Event Report
All Events
All Users
Start
08/14/2023
Verify (1)
Scan Tracking No
Tracking Number
Carrier
9114901496450330406344
USPS
Print
VERIFY PACKAGES
Each package will display on a list including the Tracking Number and Carrier.
Clicking "Print" will generate a "Verify Scan Report".
Verify Scan report
08/21/2023
RECIPIENT
RECEIVED
DELIVERED
DELIVERY REF
SENDER
CHARGES
SIGNED
Verify
08/21/2023 11:23:31am
$
SQBX0000375163 (USPS:9114901496450330406344)
TOTAL RECEIPTS: 1
TOTAL: $0.00
Page: 1 of 1
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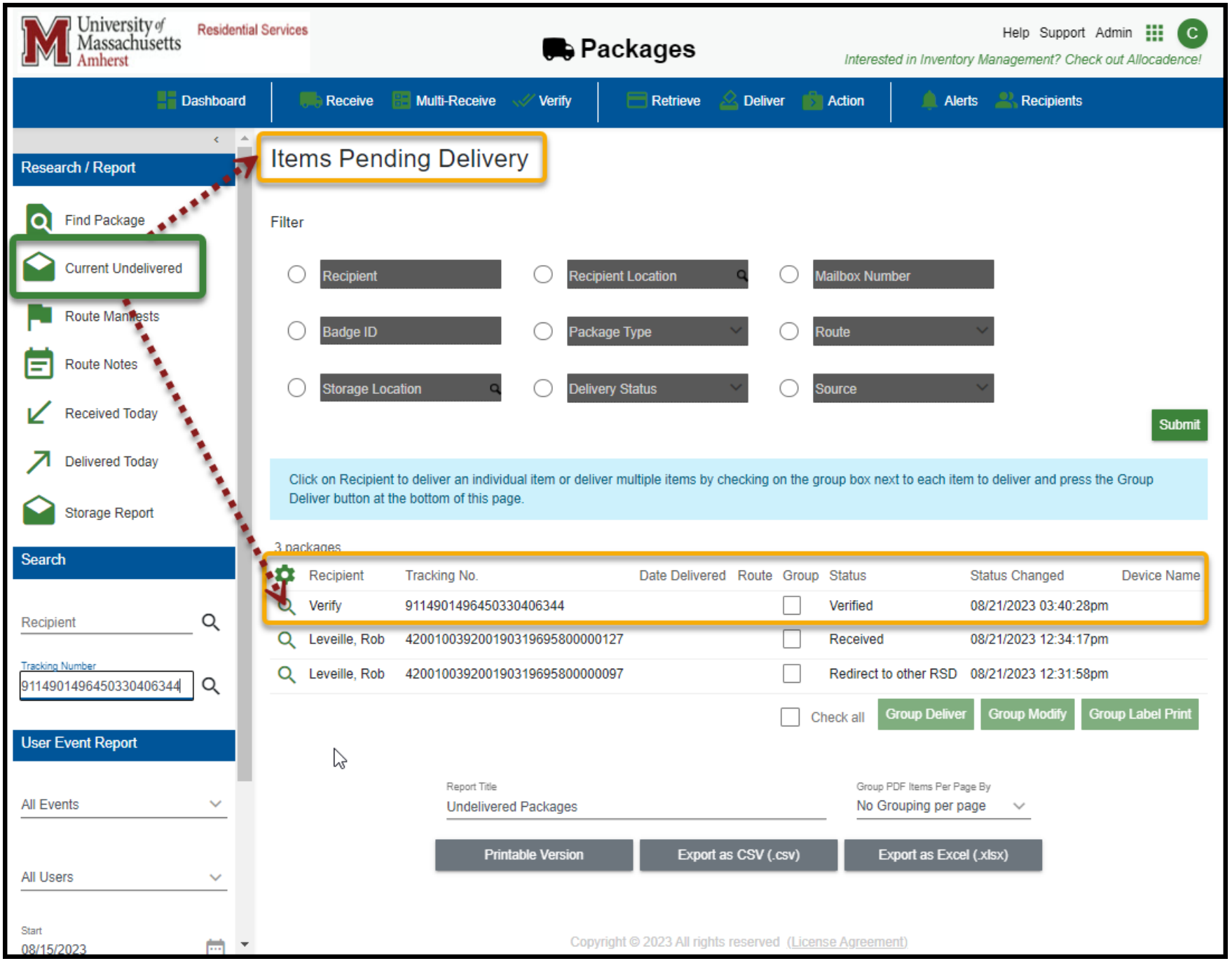
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Delivered Today
Storage Report
Search
Recipient
Tracking Number
911490149645033040634 4
User Event Report
All Events
All Users
Start
08/15/2023
Items Pending Delivery
Filter
Recipient
Recipient Location
Mailbox Number
Badge ID
Package Type
Route
Storage 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.
3 packages
Recipient
Tracking No.
Date Delivered
Route
Group
Status
Status Changed
Device Name
Verify
911490149645033040634 4
Verified
08/21/2023 03:40:28pm
Leveille, Rob
420010039200190319695800000127
Received
08/21/2023 12:34:17pm
Leveille, Rob
420010039200190319695800000097
Redirect to other RSD
08/21/2023 12:31:58pm
Check all
Group Deliver
Group Modify
Group Label Print
Report Title
Undelivered Packages
Group PDF Items Per Page By
No Grouping per page
Printable Version
Export as CSV (.csv)
Export as Excel (.xlsx)
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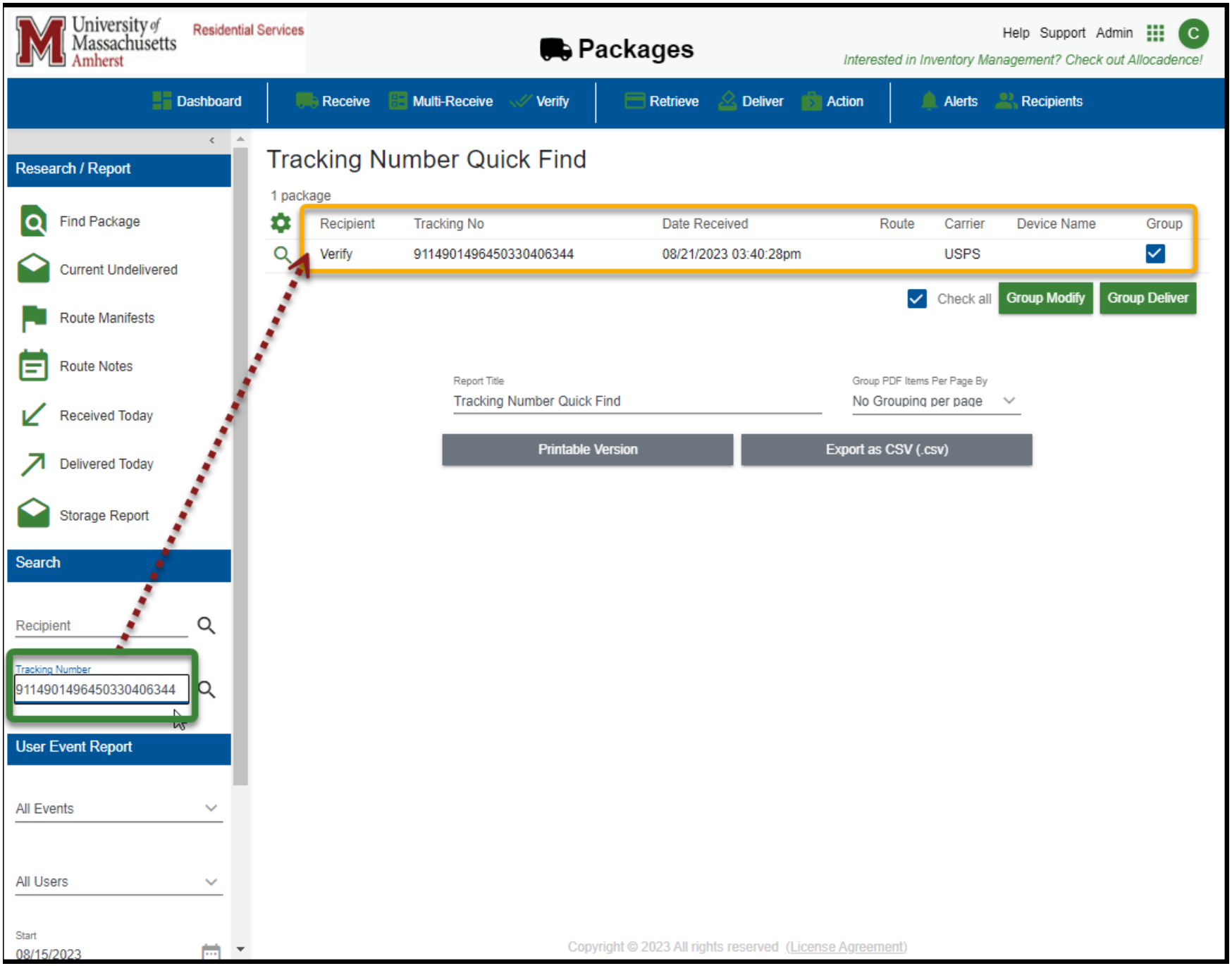
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911490149645033040634 4
User Event Report
All Events
All Users
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08/15/2023
Tracking Number Quick Find
1 package
Recipient
Tracking No
Date Received
Route
Carrier
Device Name
Group
Verify
911490149645033040634 4
08/21/2023 03:40:28pm
USPS
Check all
Group Modify
Group Deliver
Report Title
Tracking Number Quick Find
Group PDF Items Per Page By
No Grouping per page
Printable Version
Export as CSV (.csv)
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