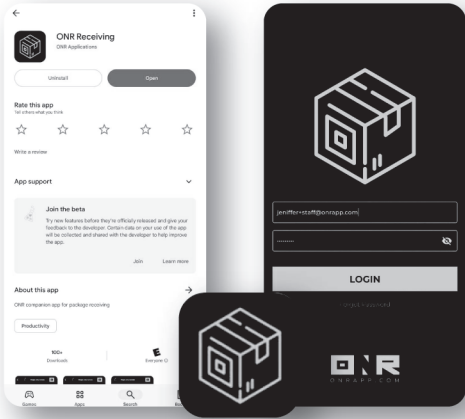




STEP-BY-STEP PROCESS FOR THE RECEIVING APP



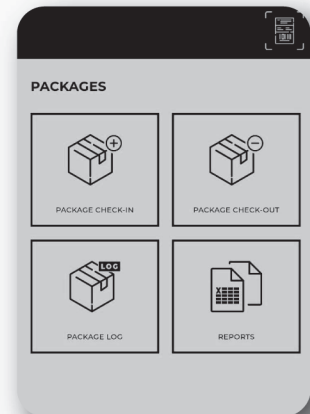
1 Download the Receiving App.

Log in with your username (email address) and the password from the Welcome Activation email.

Once logged in, you will see the following options:

- Package Check-In ·
- Package Check-Out ·
- Package Log ·
- Reports ·

2

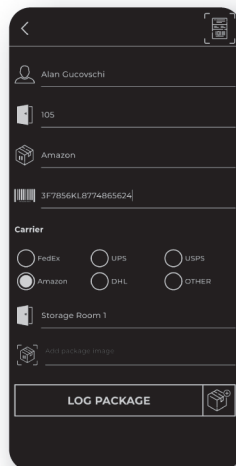


A Package Check-In



1

Click on the Package Check-In icon.



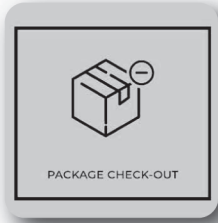
2 For easy entry, scan the package label using the Scan Icon in the top right corner. This will automatically populate the shipping information.

3 Alternatively, enter the label information manually by filling out the required fields: sender's name, tracking number, carrier, and storage location.

4 Click on Add package image to take a picture of the package as proof of delivery.

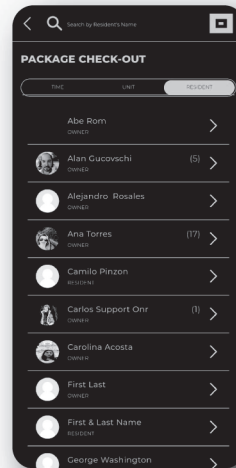
5 Once all information is entered, click on Log Package to receive a confirmation message.

B Package Check-Out



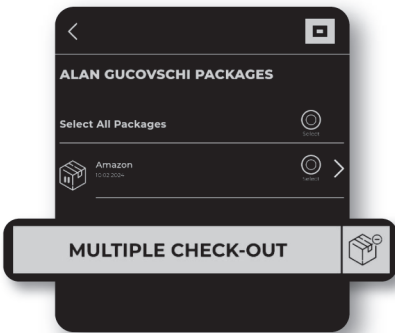
1

Click on the Package Check-Out icon.



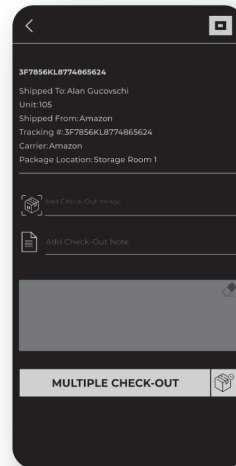
2

Filter the checkout by time, unit, or resident.



3

Select the package to be picked up from the displayed list and click on Multiple Check-out.



4

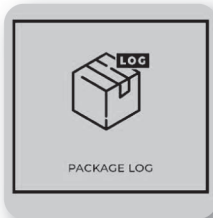
Review the package information. You can add a checkout picture and a checkout note. You can ask the resident to sign to complete the checkout.



5

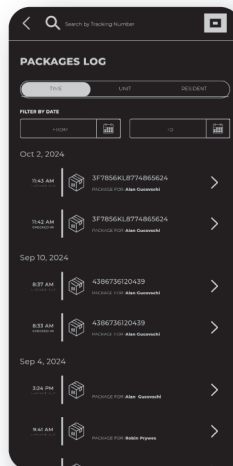
Once all steps are completed, click on Multiple Check-out to receive a confirmation message.

C Package Log



1

Click on Package Log icon.



2

View the history of package check-ins and check-outs. You can filter by time, unit, and resident.

3

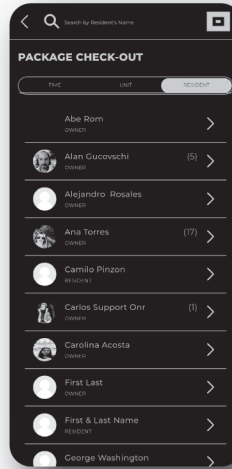
Once you have selected your preferences, the system will automatically load the information.



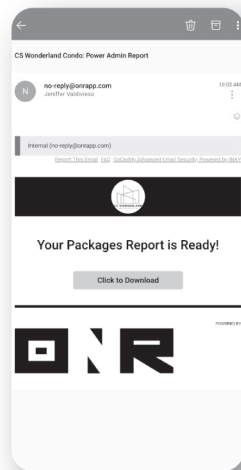
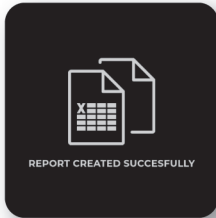
D Reports



1 Click on Reports icon.



2 Withdraw reports for package check-ins and check-outs. You can filter by time, unit, user, check-in, check-out, and specific carriers.



3 After selecting your report preferences, click on Share Report. You will receive an email with a link to download the report in an Excel file (CSV).

If you have any problems or need additional assistance, don't hesitate to reach out to our dedicated support team at support@onrapp.com