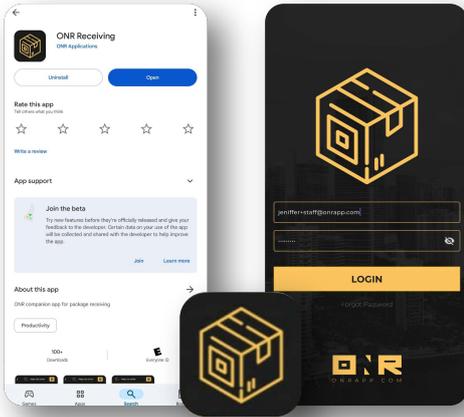# ONR

STEP-BY-STEP PROCESS FOR THE RECEIVING APP

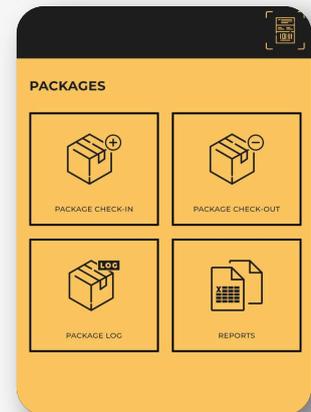**1** **Download the Receiving App.**

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

Main Menu Options

Once logged in, you will see the following options:

Package Check-In ·
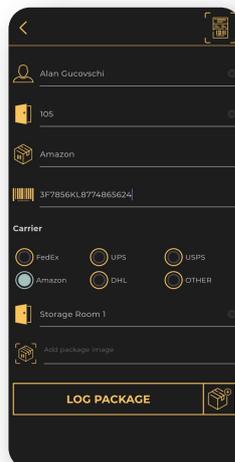
Package Check-Out ·

Package Log ·

Reports ·

2

PACKAGES

PACKAGE CHECK-IN

PACKAGE CHECK-OUT

PACKAGE LOG

REPORTS

A **Package Check-In**

PACKAGES

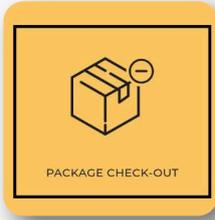PACKAGE CHECK-IN

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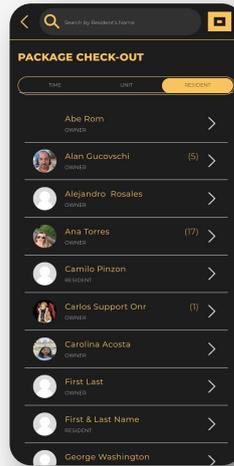
4 Click on Add package image to take a picture of the package as proof of delivery.

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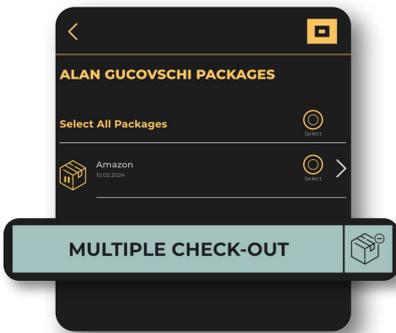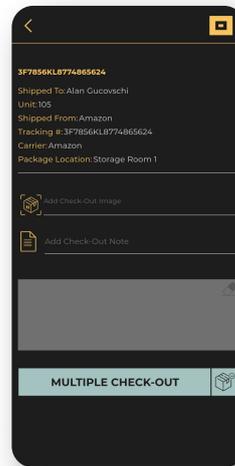
ONR

B Package Check-Out

1

Click on the Package Check-Out icon.

PACKAGE CHECK-OUT

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.
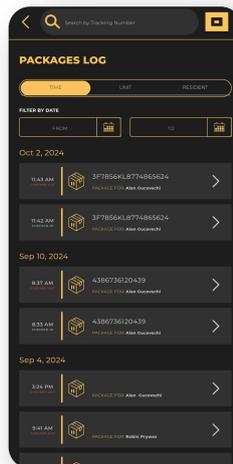

5

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

MULTIPLE CHECK-OUT

RELEASED PACKAGES

C Package Log

1

Click on Package Log icon.
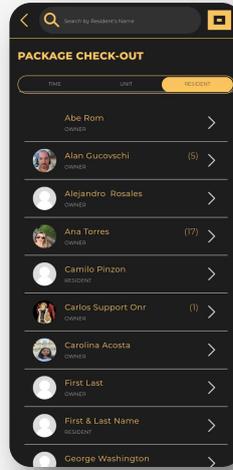

PACKAGE LOG

2

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

3

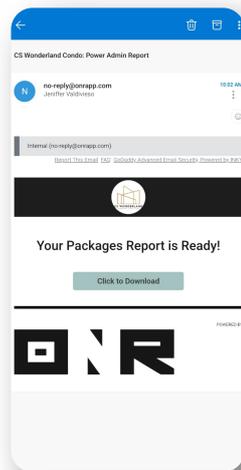Once you have selected your preferences, the system will automatically load the information.

PACKAGES LOG

ONR

D Reports

1
Click on Reports icon.

REPORTS

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

PACKAGE CHECK-OUT

Abe Rom	OWNER
Alan Gucovschi	(5) OWNER
Alejandro Rosales	OWNER
Ana Torres	(17) OWNER
Camilo Pinzon	RESIDENT
Carlos Support Onr	(1) OWNER
Carolina Acosta	OWNER
First Last	OWNER
First & Last Name	RESIDENT
George Washington	

REPORT CREATED SUCCESFULLY

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**

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