

Navigating Cybersuite X Modules

Deliveries Module

The **Delivery** module in **Cybersuite X** allows you to view, manage, and track your current and completed deliveries.

Steps to View and Manage Deliveries

1. Open the **Cybersuite X** App and tap on the "**Deliveries**" module.
2. You will see two tabs:
 - o **Pending** - Displays packages that are awaiting pickup.
 - o **History** - Shows a record of previously picked-up packages.

Package Details

For each delivery, you will see the following details:

- **Reference Number** - An internal tracking number for your package.
- **Tracking Number** - If available, the courier's official tracking number.
- **Courier** - The delivery service that dropped off the package (e.g., FedEx, UPS, Amazon, etc.).
- **Location** - Where your package is stored for pickup (e.g., concierge, parcel room, mailroom).
- **Notes** - Any special instructions or comments from the concierge.
- **Delivery Date & Time** - When the package was received by the building.
- **Pickup Date & Time** - When you collected your package (only available in the **History** tab).

Notes:

- *If you don't see a delivery you're expecting, it may not have been logged by building staff yet.*
- *Some buildings may require ID verification before releasing your package.*
- *If your package is missing or has incorrect details, contact building management or concierge for assistance.*

