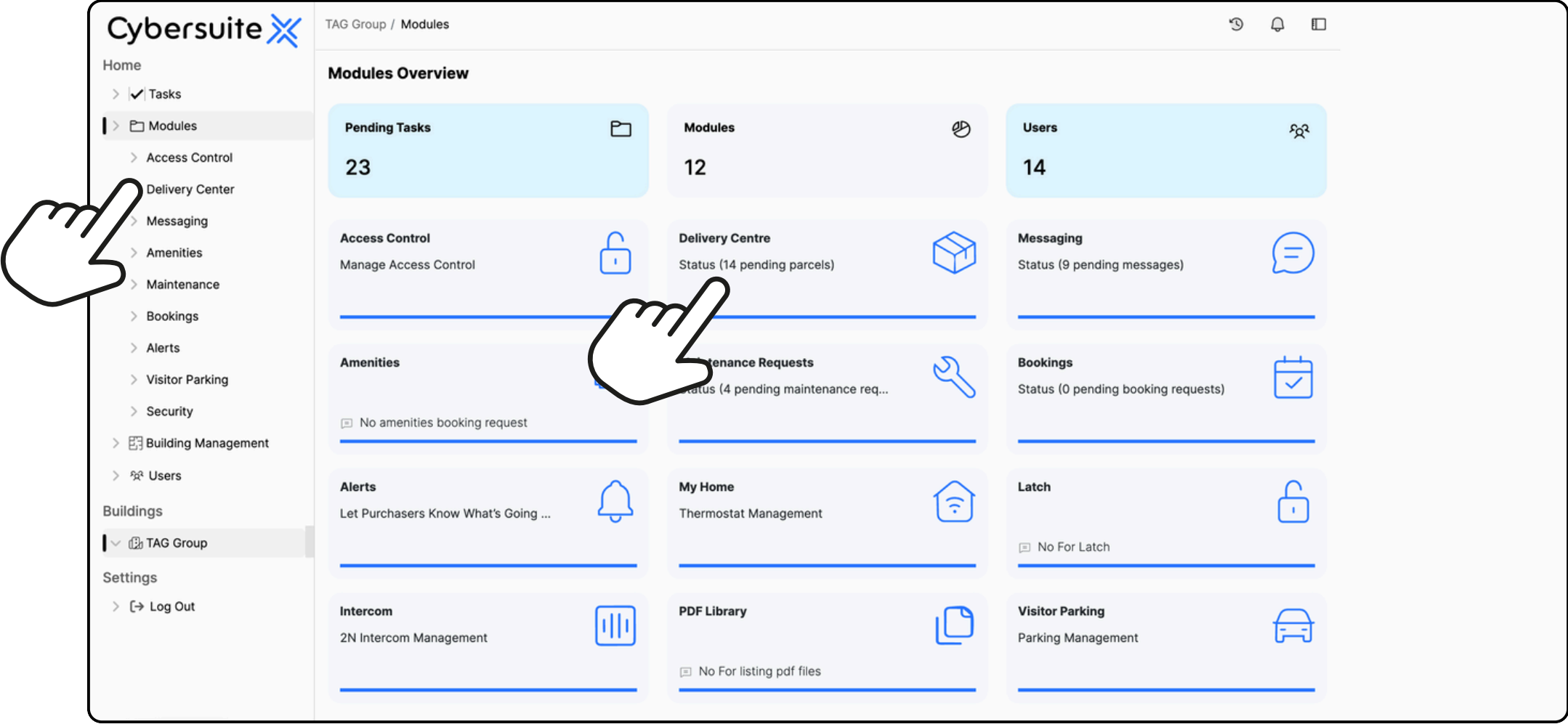


# Delivery Centre Module

The **Delivery Centre** module allows you to manage parcel deliveries, from **entering** new packages to **notifying residents** of deliveries.



# Delivery Centre Module

The **Deliveries** page will show you **pending** and **completed** deliveries. Information like **suite number**, **reference number**, **tracking number**, **date delivered**, **date picked up** and package **location** will show on this screen.

To **add** a delivery, **select Add Delivery** on the right.

To **view** a delivery, **select** one from the list.

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TAG Group / Delivery Center

Deliveries

+ Add Delivery

Q Suite

Q Reference Number

Q User Name

Q Tracking Number

Show 10 entries

Suite	Reference Number	Tracking Number	Date Delivered	Date Picked Up	Location	Status
808	A00019	ABC123	2025-09-05	--	Parcel Room	Pending Pickup
808	A00018	45663721	2025-09-05	--	Parcel Room	Pending Pickup
808	A00017	12345678	2025-09-05	--	Parcel Room	Pending Pickup
808	A00016	ABC123	2025-09-05	2025-09-05 02:41:41	Parcel Room	Delivered
808	A00015	45663721	2025-09-05	--	Parcel Room	Pending Pickup
808	A00014	12345678	2025-09-05	--	Parcel Room	Pending Pickup
808	A00013	45663721	2025-07-25	--	Parcel Room	Pending Pickup
808	A00012	12345678	2025-07-25	--	Parcel Room	Pending Pickup
808	A00011	17236512	2025-07-25	2025-07-25 13:17:40	Parcel Room	Delivered
808	A00010	45663721	2025-07-25	--	Parcel Room	Pending Pickup

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< 1 2 >

# Delivery Centre Module

To **add** a delivery, enter the suite number, name of resident, courier company, date, time, tracking number, package pickup location, attach an image, and add notes. Once completed, **select Submit & Add Package**,

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TAG Group / Delivery Center / Add Parcel

Add Delivery

Suite

Search suites...

Name

Search users...

Courier

Enter Courier

Date

2025-10-05

Time

02:09 PM

Tracking Number

Enter tracking number

Package location

Enter package location

Attach Image

Choose File

No file chosen...

Additional Notes (Max: 255 Characters)

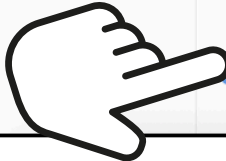
Notes ....

0/255

Submit & Add Package

Cancel

Submit and clear



# Delivery Centre Module

To **edit a package**, select it from the Delivery Center screen.  
Here, you can make **edits** to an ongoing delivery, or **mark it as picked up**.

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TAG Group / Delivery Center / Edit Package

Edit Delivery

Suite \*808

Name \*Joshua Gerena

Courier \*DHL

Date \*2025-09-04

Time \*09:46 AM

Tracking NumberABC123

Package location \*Parcel Room

Attach Image

Choose File

No file chosen...

Pending Pickup

Additional Notes (Max: 255 Characters)

Notes ....0/255

Update

Cancel

Picked up

