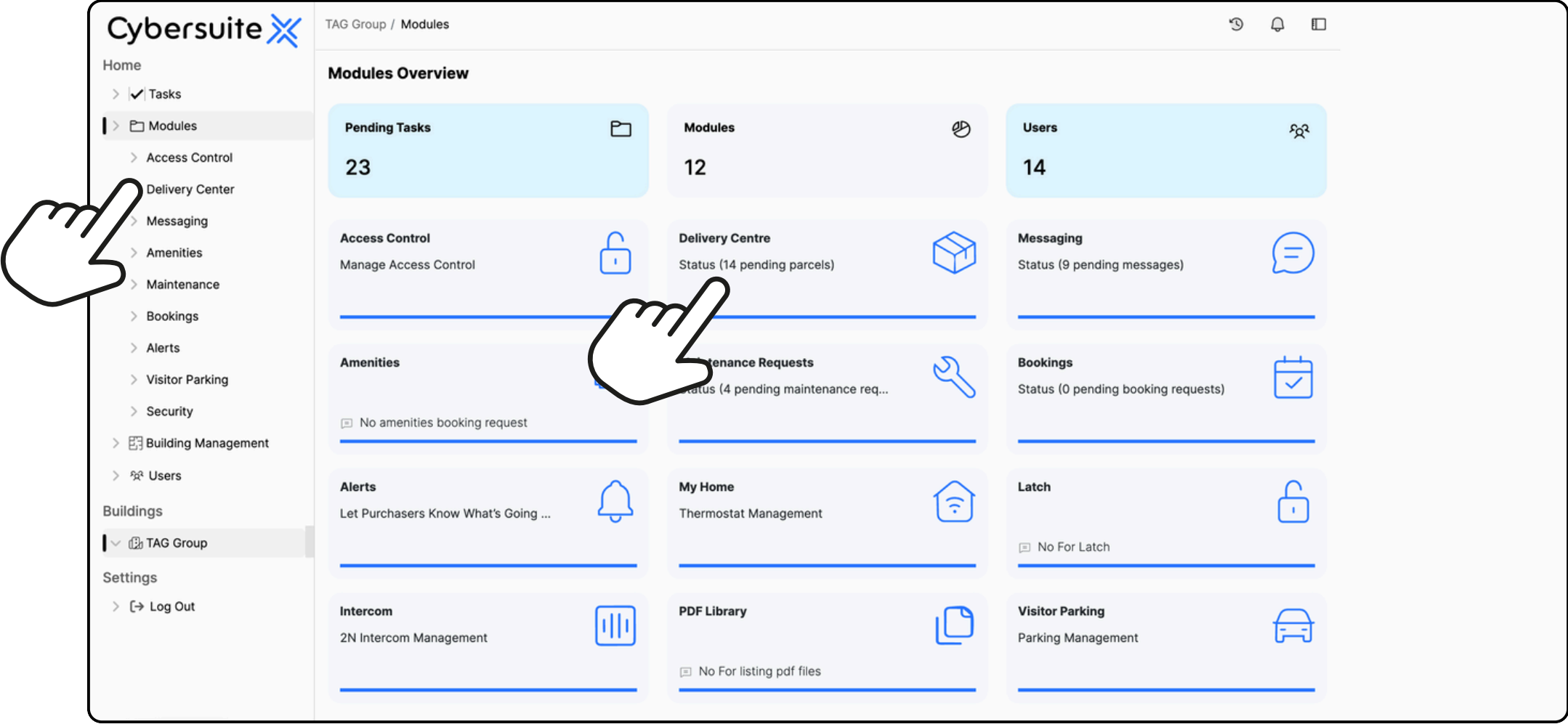# Delivery Centre Module

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.

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**,
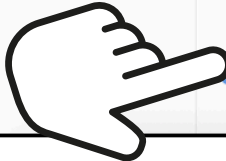
Delivery Centre Module

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**.