

Parcel / Delivery

Handling of deliveries and parcels, including tracking, notifications, and pickup information for guests or staff.

Please find attached the video for the **Delivery/Parcel**.

- In the **Delivery/Parcel** section, you can see the details of each delivery or parcel, including "**Recipient Name**", "**Type**", "**Status**", "**Delivery Date**". and "**Action**" options. You can also update or view them by clicking the three-dot icon under "**Action**."

It can also be categorized based on "**In Storage**" and "**Claimed Parcels**".

The screenshot displays the Pacific Vista Intranet interface. On the left sidebar, the 'Delivery / Parcels' menu item is highlighted with a red box. The main content area, also outlined in red, is titled 'DELIVERY / PARCEL' and features a '+ New Parcel' button. Below the title, there are tabs for 'In Storage' and 'Claimed Parcels'. A 'Quick Signout' button is visible. The table below shows two entries:

DELIVERY / PARCEL	UNIT	TYPE	STATUS	DELIVERY DATE	ACTION
Unit 101 - User4 Demo4	101	USPSX	IN STORAGE	20/09/2024 2:48 am	Edit
Unit 1008 - User4 Demo4	1008	Test Other Type	IN STORAGE	27/08/2024 5:18 am	Edit

At the bottom of the table, it indicates 'Showing 1 to 2 of 2 entries' and provides options for 'Excel', 'CSV', 'PDF', and 'Column visibility'.

After completing all required details, click "**Save Parcel.**"

NEW PARCEL

Recipient Unit *

Select

Parcel Type

Select

Other Parcel Type

Received By *

Select

Number of Parcels *

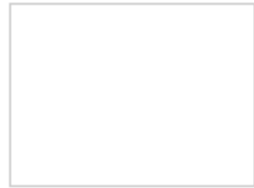
Comments / Parcel Barcode

Delivered on *

Parcel Photo

Take a photo

Upload a Photo



📷 Capture

Communications

Email Resident?

No

Signout Form

Signed Out On

Signed Out By

- Resident
 Other

Pickup Type

Select

Save Parcel

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