

Locker Notifications

| Delivery Notifications | Description |
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| Department package will soon be removed | Sent to department recipients 2 hours before package expiry. |
| Package in Locker Expired | Sent to individual recipients 2 hours before package expiry. |
| Package Picked Up | Sent to individuals and departments when a package is picked up or delivered. |
| Package Placed in Department Locker | Sent to all department recipients when a department package is placed in a locker. |
| Package Placed in Locker | Sent to individual recipients when their package is placed in a locker. |
| Package Removed from Locker | Sent to individuals and departments when a package is reclaimed. |

Note: Department and Individual emails are separate as in the department packages there is no QR code being sent. Department package pickups will occur by scanning/entering the Personnel ID.

| Day Use Notifications | Description |
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| Belongings Picked Up | Sent when storage pickup is completed for recipients or visitors. |
| Belongings Removed | Sent to recipients or visitors if belongings are removed by the operator. |
| Locker Opened | Sent to employees and visitors when they access their locker before ending a reservation. |
| Reservation Created Successfully | Sent when employees create a reservation by scanning their PID at the kiosk. |
| Reservation Request Created | Sent when employees or visitors create a reservation via web or kiosk (create reservation button). |
| Department Reservation Cancelled | Sent to department recipients when a reservation is cancelled or belongings are removed. |
| Department Reservation Created | Sent to department recipients when a reservation is created. |
| Time is Running Out | Sent to employees and visitors 2 hours before reservation expiry (Fixed and Flexible types). |
| Mobile App Login | Description |
| Locker App Registration | Sent with one time password for ParcelPoint mobile app login. |
| Return / Exchange | Description |
| Return Drop-Off Request | Sent to recipients placing a package for return in a locker during the time of reservation. |
| Exchange Request | Sent to recipients exchanging a package in a locker at the time of deposit. |
| Reservation Cancelled | Sent to recipients when a return reservation is cancelled. |