

Locker Notifications

Delivery Notifications	Description
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
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.