



MOBILE DOORMAN
University

How-To Packages (*Dashboard*)

In four easy steps

Step
1



From your Dashboard, navigate to the Packages page. Here, you can view registered and add new packages.

Step
2

NEW PACKAGE

To register a new package, click New Package. Here, you can search by resident's name or unit number to register an incoming package or mail item.

Step
3

REGISTER PACKAGE

Be sure to clarify item details, including carrier, size and additional details (tracking number, pickup deadline, etc.), then click Register Package. This will send an alert to the resident.

Step
4

MARK AS PICKED UP

Via the Packages Dashboard, you can view or mark registered package as picked up. To mark as picked up, simply search for the resident's name or unit number and click Mark As Picked Up.

Need more help?

Visit MobileDoorman.com/FAQs or contact
Support@MobileDoorman.com today

