



mysmartbox  
BY **DECAYEUX**

# BACK OFFICE GUIDE



**DAD**  
A **DECAYEUX** COMPANY

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[www.dadgroup.co.uk](http://www.dadgroup.co.uk)



Access to the back office via this link:  
<https://mycolisbox.consignity.fr/signin>  
Identification with your login and password.  
(Attention, the use of Google Chrome is necessary)

The screenshot shows a web browser window with the URL <https://mycolisbox.consignity.fr/signin>. The page features the mycolisbox logo in the top left and a language selector (en-GB) in the top right. The main content is a login form titled "Log in" with the following elements:

- Email input field containing "chichignoud.marie@gmail.com".
- Password input field with masked characters "\*\*\*\*\*" and a toggle icon.
- A blue "Log in" button.
- An "OR" separator.
- A "Register" button.
- A "Reset password" link.

The background of the page is a dark, textured image of a mailbox with a large, light-colored "M" logo.



# LOCKERS TAB

It is possible to sort by state, number or size.

Expiration date.

Customer account

MySmartBox' name

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Marie

Search

Lockers

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Lockers

History

Residents

Carriers

Administrators

Settings

Notifications

Statistics

| State | Number | Size | Deposit Date     | Expiration date  | Actions |
|-------|--------|------|------------------|------------------|---------|
|       | 01     | S    | 15/05/2020 09:21 | 18/05/2020 09:21 |         |
|       | 02     | M    | /                |                  |         |

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By accessing the details of an occupied lockers, it is possible to consult the notifications sent. You can sent them again manually via the « notifications » tab. When you sending a new text, it is possible to change the mobile number or the content of the message.

Customer withdrawal code

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| State | Number | Size | Deposit Date     | Expiration date  | Actions |
|-------|--------|------|------------------|------------------|---------|
|       | 01     | S    | 15/05/2020 09:21 | 18/05/2020 09:21 |         |
|       | 02     | M    | /                |                  |         |

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The box is taken by MARIE CHICHIGNOUD

Details

Notifications

Code: 517604

Receiver: resident MARIE CHICHIGNOUD

Remitter: carrier default

Date: 15/05/2020 09:21



# HISTORY TAB

The history tab allows you to access the events over a selected period.



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- Lockers
- History**
- Residents
- Carriers
- Administrators
- Settings
- Notifications
- Statistics

Last 30 days (Raw)

| Date             | Type                             | Locker | Details |
|------------------|----------------------------------|--------|---------|
| 15/05/2020 09:03 | Withdrawal - Carrier to resident | 01     |         |
| 15/05/2020 09:02 | Notification - sms               | /      |         |
| 15/05/2020 09:02 | Deposit - Carrier to resident    | 01     |         |

It is possible to sort the events BY DATE or TYPE.

Details of the events



# RESIDENTS TAB

This tab allows the management of residents (addition, deletion, modification).

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Lockers

History

**Residents**

Carriers

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Notifications

Statistics

| Name              | Phone number                  | Type      | Actions                                             |
|-------------------|-------------------------------|-----------|-----------------------------------------------------|
| CHARBONNEL E      | <a href="#">+447887876164</a> | Recurrent | <div>Edit resident</div> <div>Delete resident</div> |
| CHICHIGNOUD MARIE | <a href="#">+447553873343</a> | Recurrent | <div></div> <div></div>                             |
| BURDEN CHARLIE    | <a href="#">+447741659805</a> | Recurrent | <div></div> <div></div>                             |

Add a resident

Delete ALL residents

+

Number of resident: 3

Upload CSV Resident

For this option, the CSV needs to be generate with the Excel document.



# CARRIERS & ADMINISTRATORS



The administrators tab allows to create and manage the administrators access.

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Lockers History Residents Carriers Administrators Settings Notifications Statistics

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| Name             | Phone number                  | Actions |
|------------------|-------------------------------|---------|
| Property Manager | <a href="#">+447553873343</a> |         |
| Concierge        | <a href="#">+447887876164</a> |         |

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Addition

Number of admins: 2



# SETTINGS TAB

Settings tab allows you to personnalise your unit.



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Physical ID: 351622076037429

\* Machine Alias:

Deposit Expiration:

Phone number prefix: GB : +44

Machine Address:

Town:  -

Save



# NOTIFICATIONS TAB

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📦 Lockers | 📜 History | 👤 Residents | 🚚 Carriers | 👤 Administrators | ⚙️ Settings | **📬 Notifications** | 📊 Statistics

### Admin withdrawal - Carrier to Resident - SMS

Manage notifications:

\* Sender name:

Receiver notification: ☒

**SMS**

Deposit - Carrier to Resident  
SMS  
Admin withdrawal - Carrier to Resident  
**SMS**

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### Deposit - Carrier to Resident - SMS

Manage notifications:

\* Sender name:

Receiver notification: ☒

\* SMS Template:

\* Reminder Delay:

\* SMS Reminder Template:

Message variables:

Customize the content of the message sent to residents

Select the duration before reminder

Customize the content of the reminder message



# STATISTICS TAB

The statistics tab allows you to access different stats over a period of time.  
This period can be changed on the top left.

 Marie 

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 Lockers

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 Statistics 

Number of lockers: 2

Number of lockers of size:

- S: 1
- M: 1

Number of resident: 3

Average rate of use

Peak usage



Export Csv



# RATE & USAGE

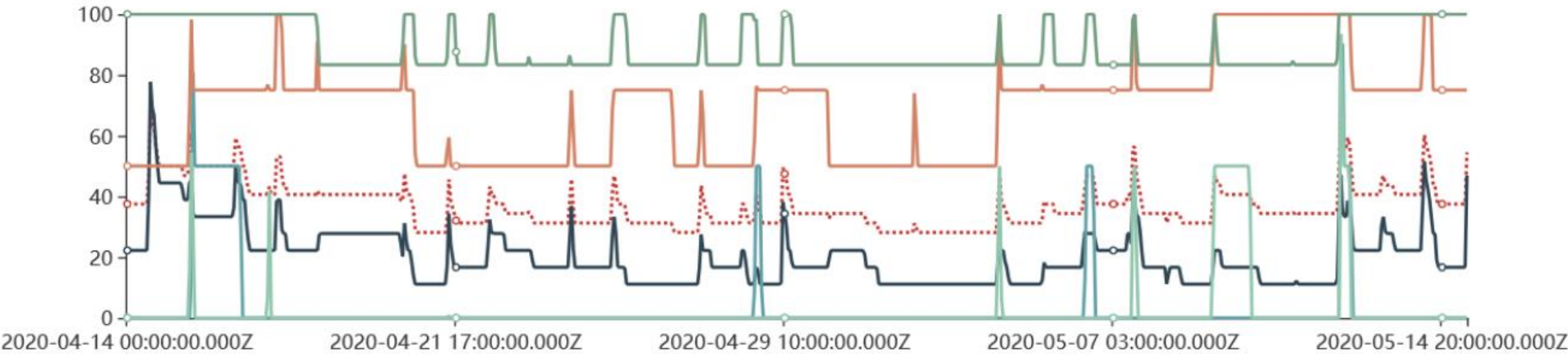
The first graph shows the average usage by lockers over a period of time.

Average rate of use    Peak usage



Average rate of use

global S XL-h L XL-I M



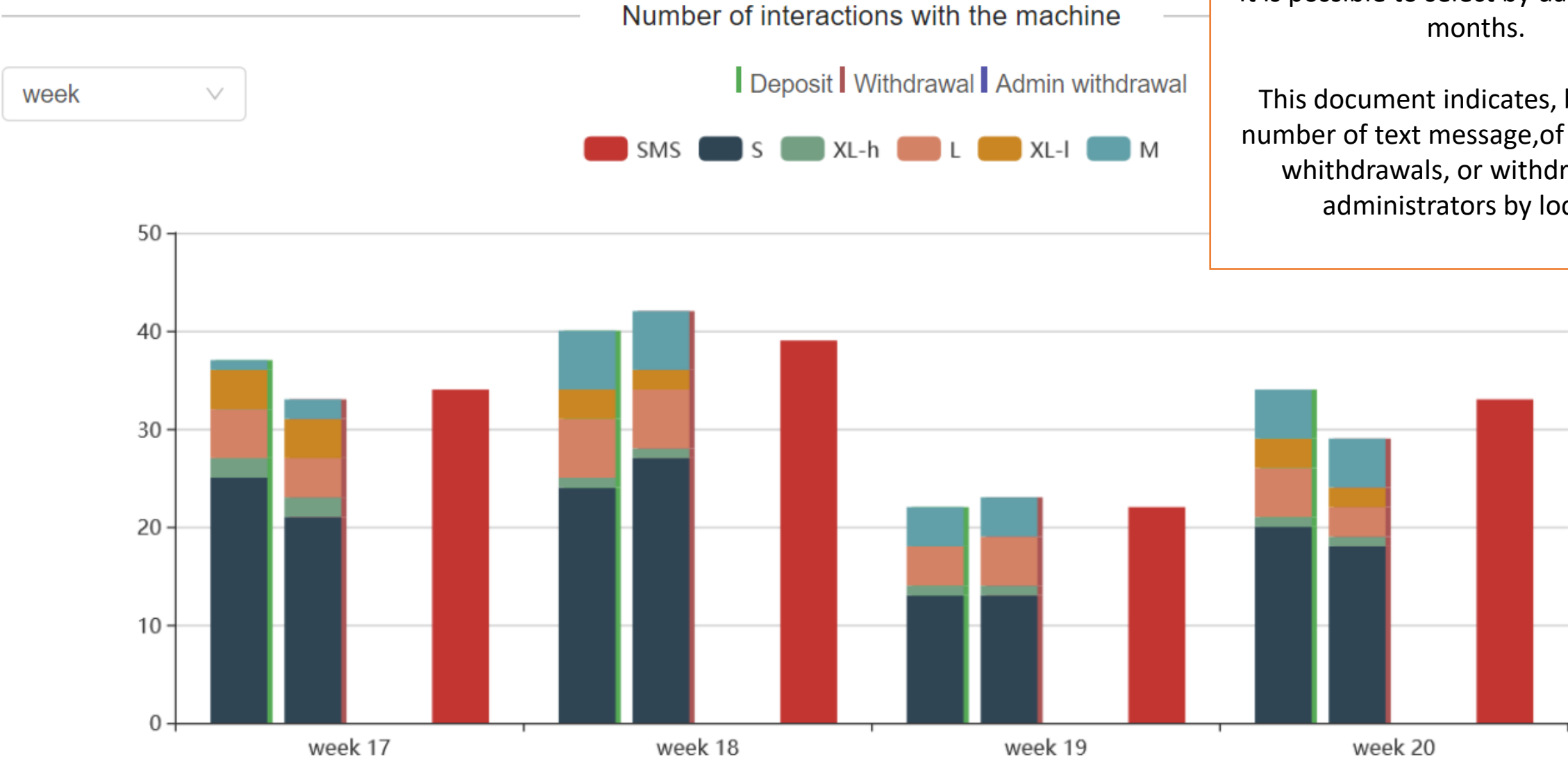


# NUMBER OF INTERACTIONS WITH THE MACHINE

This stats shows the number of deposit, withdrawal, and admin withdrawal over a period of time.

It is possible to select by days, weeks or months.

This document indicates, by day, the number of text message, of deposits, of withdrawals, or withdrawals by administrators by lockers.





# SCHEDULE OF INTERACTIONS WITH THE MACHINE

This graph shows at what time the parcels are delivered and collected.

Schedule of interactions with the machine

Display lockers' size ☐



Deposit Withdraw Admin withdrawal

