

Front desk quick start

The everyday steps for logging and delivering packages, in one place.

Print this and keep it at the front desk. Each section links to a full guide with every option and fix.

Sign in

- 1 Open the Supreme Point iPad app and enter your **Email** and **Password**.
- 2 Tap **Sign in**. If asked, choose your organization and location.

New here? Tap **Have an invite code?** and see **Get started on the iPad**.

Log a package that arrives

- 1 On the **Packages** tab, tap the **+** button. Make sure **Incoming** is selected.
- 2 Tap **Courier** and pick the courier.
- 3 Tap **Package photos** and take all five: **Front and label**, **Top**, **Left side**, **Rear**, **Right side**. Tap **Use these photos**.
- 4 Check the tenant, contact, and **Floor / Unit** the app filled in from the label. Fix anything that's missing.
- 5 Tap **Confirm and add package** and keep the review screen open until it finishes.

The package shows as **Logged**. If the app shows **Possible package indicators found.**, follow **Log an incoming package**.

Deliver a package

- 1 Under **All packages**, tap the package, then tap **Grab the package**.
- 2 On the **In progress** tab, tap the package, then tap **Deliver package**.
- 3 Choose **In-Person Delivery** (recipient's name and signature) or **Contactless Delivery** (photo of where you left it).

- 4 Tap **Confirm delivery**.

The package moves to **Completed**. Full details: [Deliver a package](#).

Hand an outgoing package to a courier

- 1 Tap the package under **All packages**, then tap **Mark as picked up**.
- 2 Pick the courier on **Select pickup courier**.

Logging outgoing packages: [Log an outgoing package](#).

Log an escort visit

- 1 On the **Escorts** tab, tap **+**.
- 2 Pick the **Escort**, the **Tenant contact**, and enter a **Reason**.
- 3 Tap **Save & Add escort**.

Full details: [Log an escort visit](#).

See also

- [Find a package](#)
- [Manage couriers](#)