



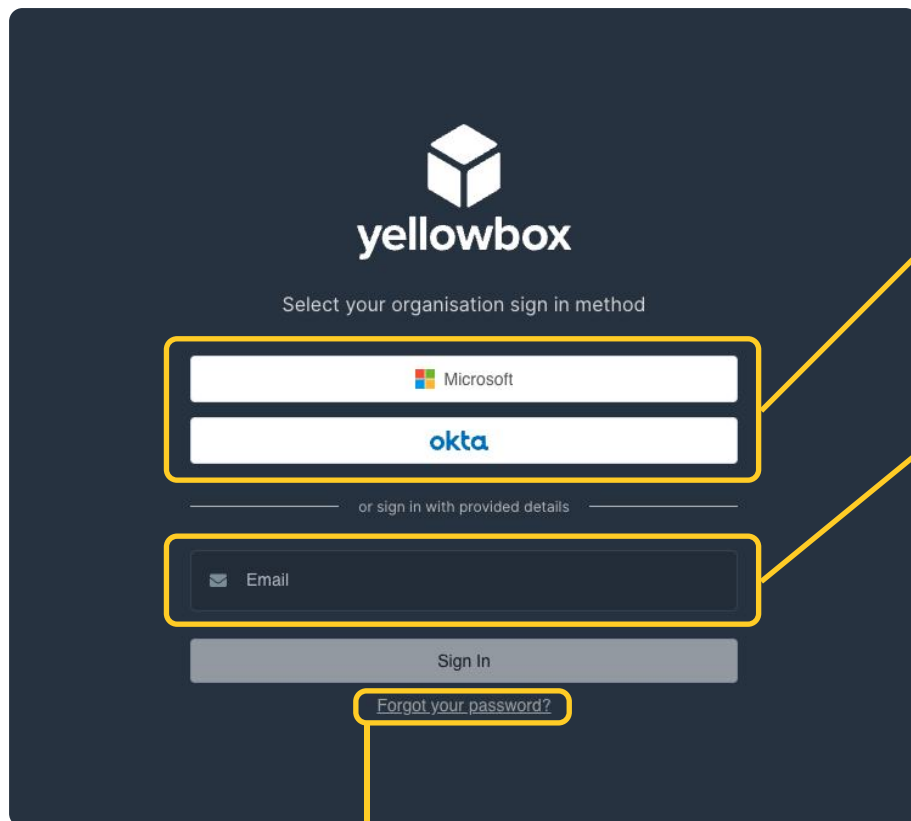
yellowbox

Dashboard User Guide

Contents

3	Login Page
4	Dashboard
5	Manage Locations
7	• Individual Locker Pages
10	• Locker Tools
19	Users
21	• Locker Requests
22	• Abandoned Lockers
23	• Link Unrecognised RFID Cards
26	• Create Users
27	• Import Users
30	• Import Users & Link RFID Cards
32	• Allocate a Locker
34	• Add an RFID Card
37	Configuration
38	• App Config
40	• Hot Lockers
43	• Email Config
46	• Controllers
48	• Readers
49	Integrations
50	Reporting
51	Bookings Export
52	Support
53	Help Desk

Login Page

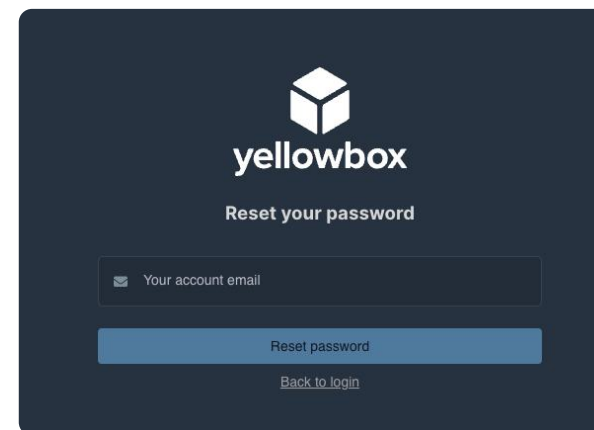


The login page features the Yellowbox logo at the top. Below it, the text "Select your organisation sign in method" is displayed. There are two main sections for sign-in: one for SSO integration (Microsoft and Okta buttons) and one for standard login (Email field and Sign In button). A "Forgot your password?" link is located below the Sign In button.

For SSO integration, you can login using the Microsoft or Okta button if your account has been provisioned with manager/admin rights

If there is no SSO integration, you can login with a Yellowbox created manager account

Users can reset passwords if forgotten

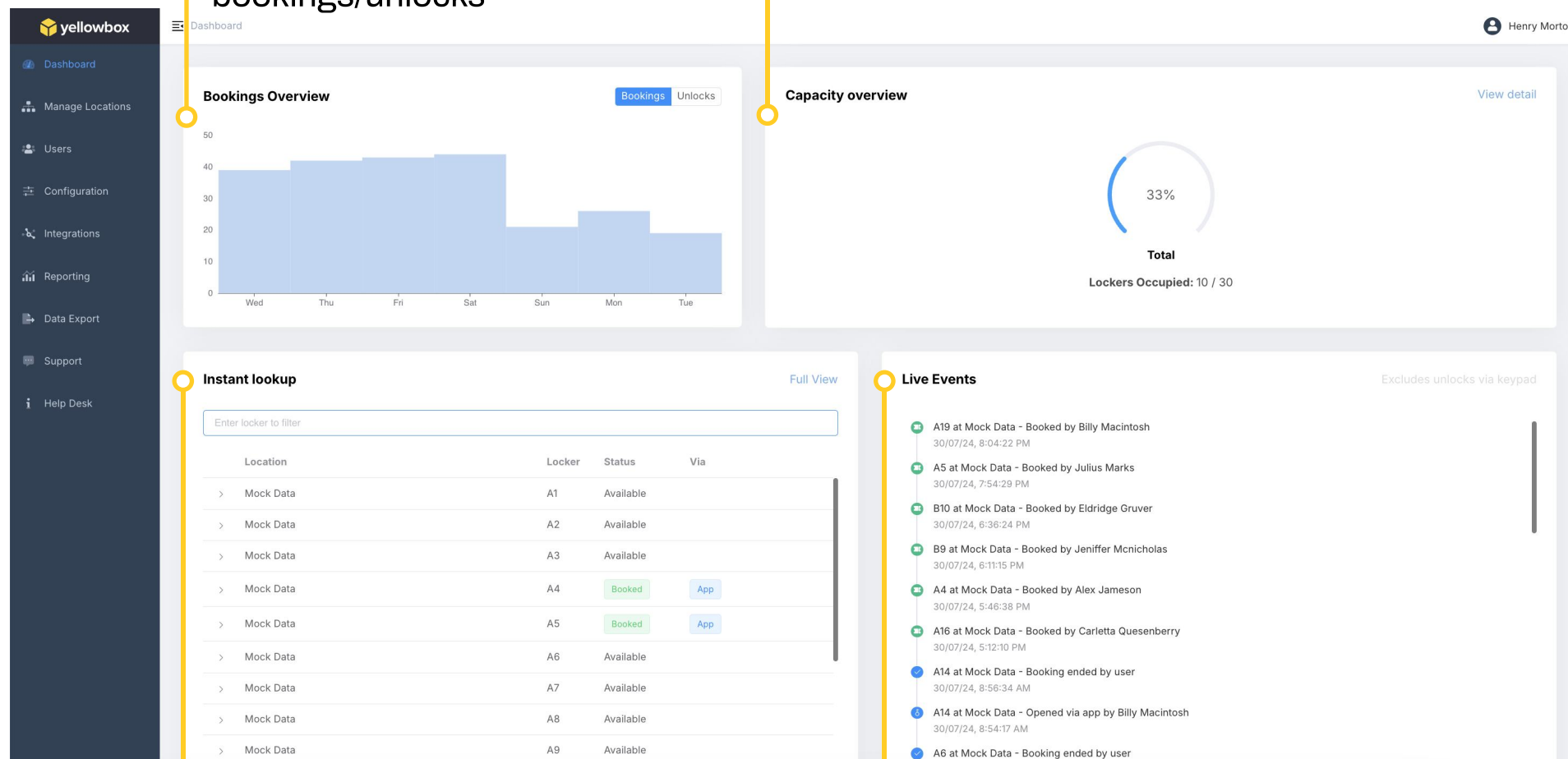


The password reset page features the Yellowbox logo at the top. Below it, the text "Reset your password" is displayed. There is a text input field for "Your account email" and a "Reset password" button. A "Back to login" link is located at the bottom.

Dashboard

Past 7-day rolling usage of bookings/unlocks

Current capacity gauges

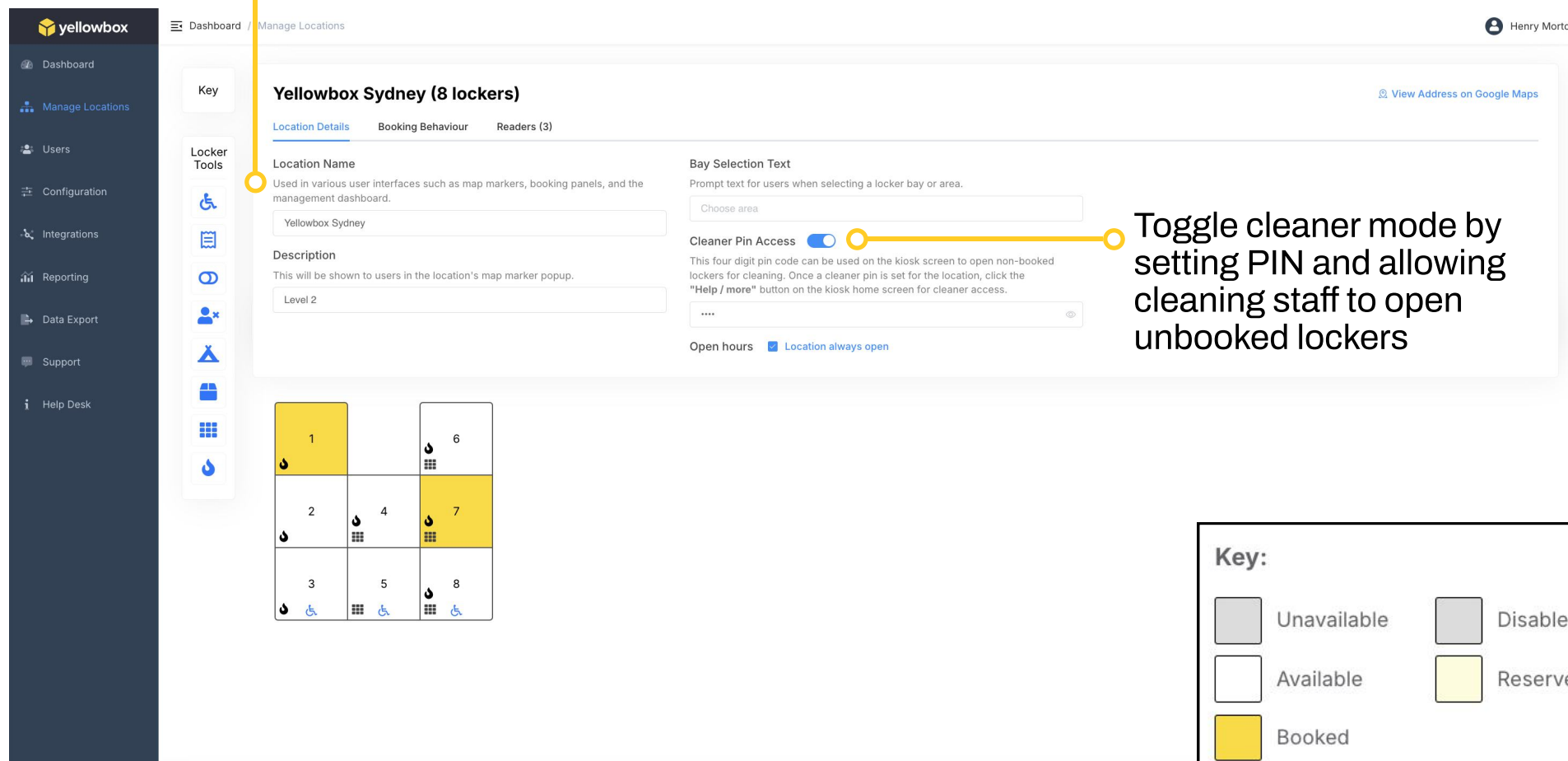


An interactive lookup panel, search lockers here via location, locker #, or status

Live action log of bookings & openings

Manage Locations - Location Details

Configure your location details & settings



Yellowbox Sydney (8 lockers)

[View Address on Google Maps](#)

Location Details | Booking Behaviour | Readers (3)

Location Name
Used in various user interfaces such as map markers, booking panels, and the management dashboard.
Yellowbox Sydney

Description
This will be shown to users in the location's map marker popup.
Level 2

Bay Selection Text
Prompt text for users when selecting a locker bay or area.
Choose area

Cleaner Pin Access ☒ **Toggle cleaner mode by setting PIN and allowing cleaning staff to open unbooked lockers**
This four digit pin code can be used on the kiosk screen to open non-booked lockers for cleaning. Once a cleaner pin is set for the location, click the "Help / more" button on the kiosk home screen for cleaner access.
....

Open hours ☒ Location always open

1		6
2	4	7
3	5	8

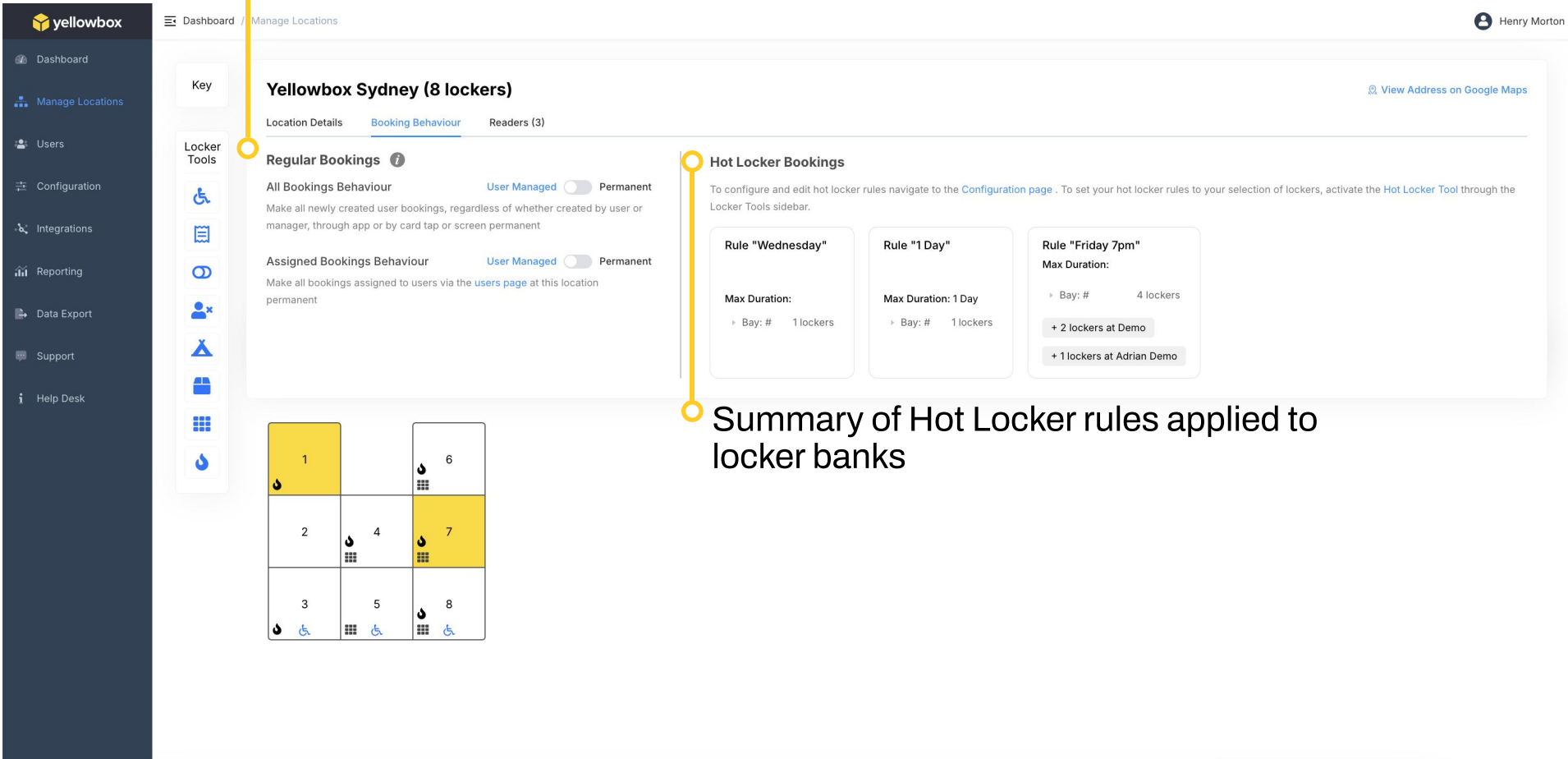
Key:

	Unavailable		Disabled
	Available		Reserved
	Booked		

Click on a locker to view more details

Manage Locations - Booking Behaviour

- User Managed: Users can make and end bookings
- Permanent: Users can create bookings but cannot end bookings



The screenshot shows the 'Manage Locations' page for 'Yellowbox Sydney (8 lockers)'. The interface includes a sidebar with navigation options like Dashboard, Manage Locations, Users, Configuration, Integrations, Reporting, Data Export, Support, and Help Desk. The main content area is divided into sections for 'Regular Bookings' and 'Hot Locker Bookings'.

Regular Bookings section includes:

- All Bookings Behaviour:** Toggle for 'User Managed' (active) and 'Permanent'.
- Assigned Bookings Behaviour:** Toggle for 'User Managed' (active) and 'Permanent'.

Hot Locker Bookings section includes:

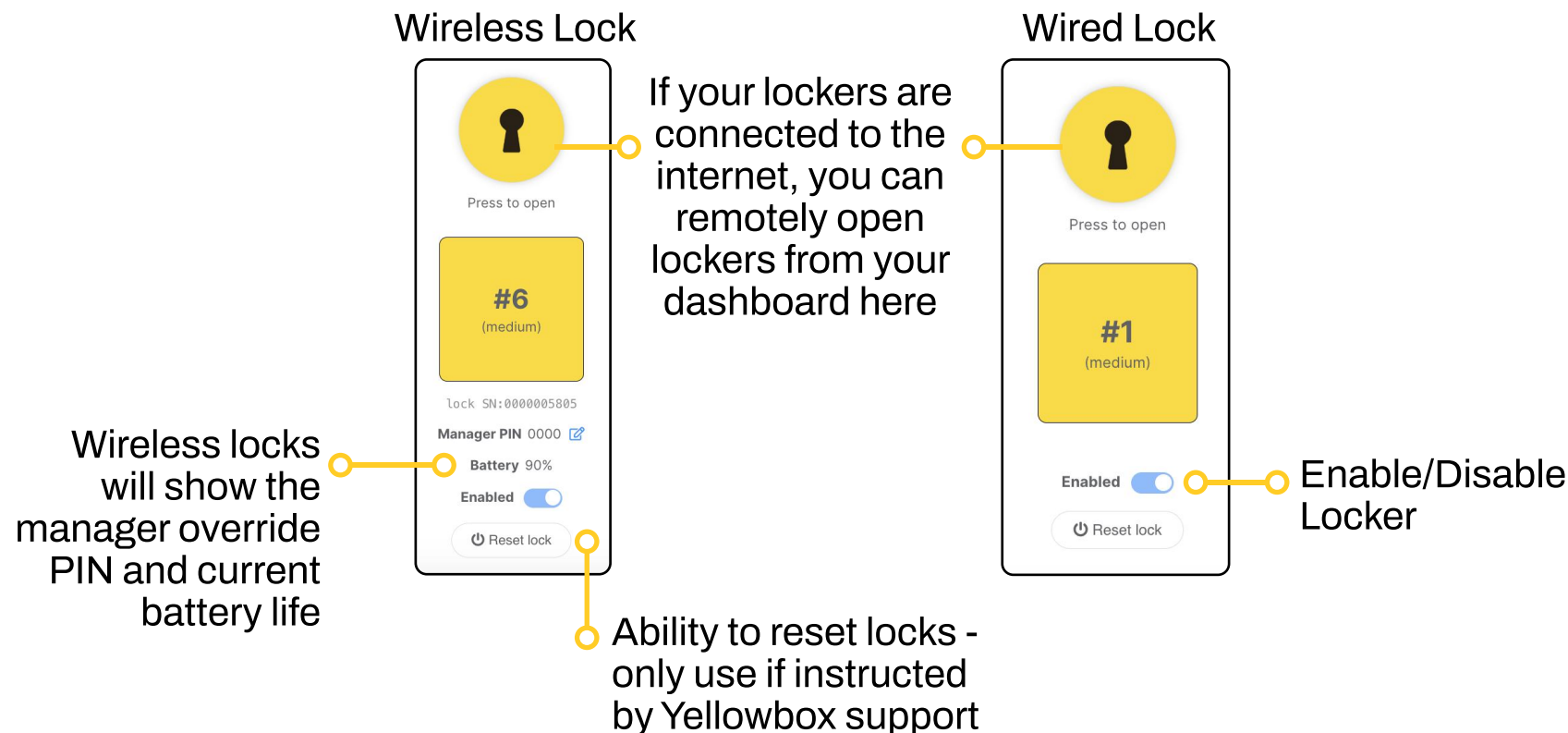
- Instructions: To configure and edit hot locker rules navigate to the [Configuration page](#). To set your hot locker rules to your selection of lockers, activate the [Hot Locker Tool](#) through the Locker Tools sidebar.
- Rule "Wednesday":** Max Duration: Bay: # 1 lockers.
- Rule "1 Day":** Max Duration: 1 Day; Bay: # 1 lockers.
- Rule "Friday 7pm":** Max Duration: Bay: # 4 lockers. Includes buttons for '+ 2 lockers at Demo' and '+ 1 lockers at Adrian Demo'.

A locker bank diagram at the bottom shows an 8-locker grid. Lockers 1, 6, and 7 are highlighted in yellow, indicating they are part of a hot locker rule. Each locker icon includes a flame symbol and a grid icon.

Summary of Hot Locker rules applied to locker banks

Manage Locations - Individual Locker Page

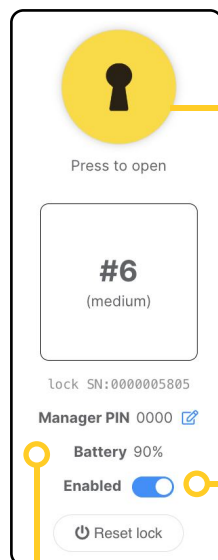
Select one of the booked lockers from the locker grid-view



Manage Locations - Individual Locker Page

Select one of the unbooked lockers from the locker grid-view

Wireless Lock

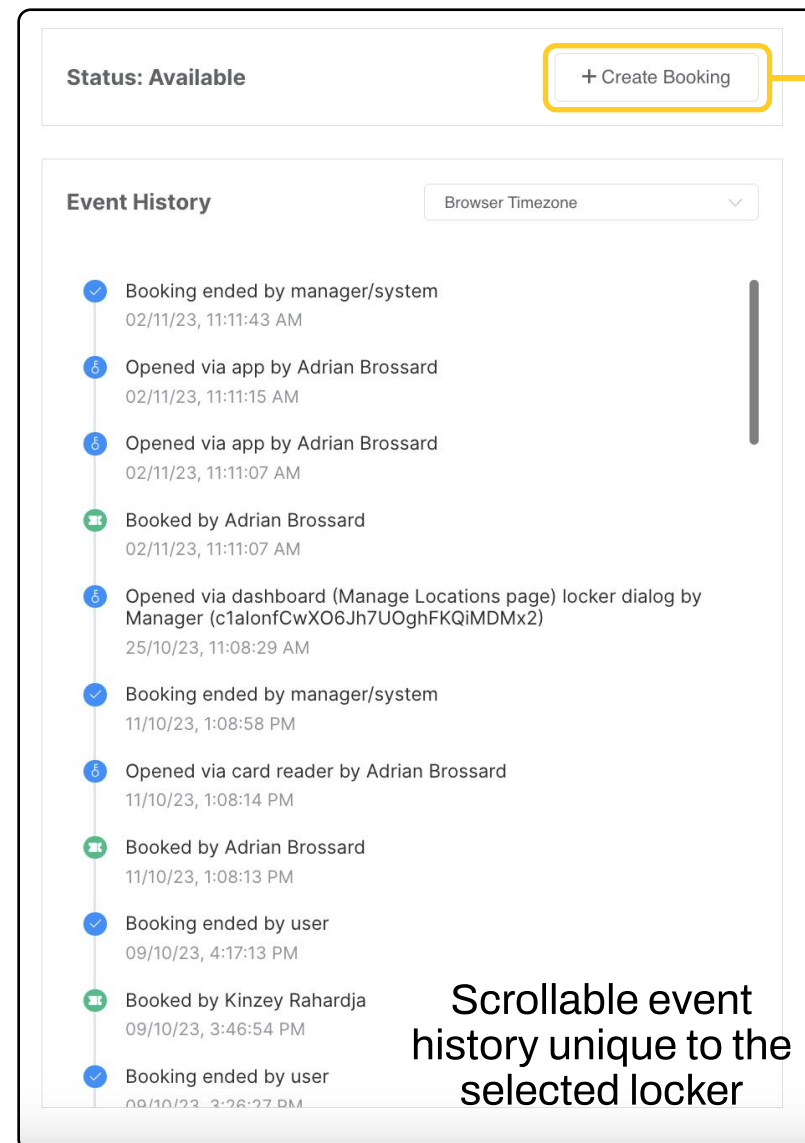
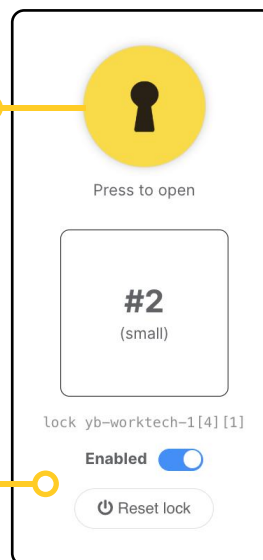


If your lockers are connected to the internet, you can remotely open lockers from your dashboard here

Enable/Disable Locker

Wireless locks will show the manager override PIN and current battery life

Wired Lock



Can create bookings directly to individual locker

Scrollable event history unique to the selected locker

Manage Locations - Bookings/Shared Bookings

Select one of the booked lockers from the locker grid-view

Status: Booked

User: Adrian Brossard ()

Reassign

Last unlock: 7m 48s

Set End Time

Duration: 7m 49s

End Booking

Permanent: ☐

Balance: \$0.00

End Booking

Sharing Settings

Booking is not currently shared with any other users

Add user

Event History

Browser Timezone

Opened via card reader by Adrian Brossard

02/11/23, 11:44:23 AM

Booked by Adrian Brossard

02/11/23, 11:44:22 AM

Booking ended by user

02/11/23, 11:44:05 AM

Opened via card reader by Adrian Brossard

02/11/23, 11:43:56 AM

Opened via app by Adrian Brossard

02/11/23, 11:43:30 AM

Booked by Adrian Brossard

02/11/23, 11:43:29 AM

Booking ended by user

Booking details with the ability to:

- set end times/end bookings
- reassign locker bookings
- change a booking to permanent/user-managed

Share bookings by adding users - can add multiple users to 1 locker

Status: Booked

User: Kinzey Rahardja ()

Reassign

Last unlock: None since booking start

Set End Time

Duration: 1m 53s

End Booking

Permanent: ☐

Sharing Settings

Shared with 1 user(s):

Henry Morton ()

Shared by Henry Morton ()

Since 9:30 PM

Remove

Add user

Event History

Browser Timezone

Locker assigned to Kinzey Rahardja by Henry Morton

11/06/24, 9:28:43 PM

Enabled: "Good" (By hojun@yellowboxglobal.com)

27/05/24, 12:12:06 PM

Booking ended by user

27/05/24, 10:45:27 AM

Opened via card reader by Kinzey Rahardja

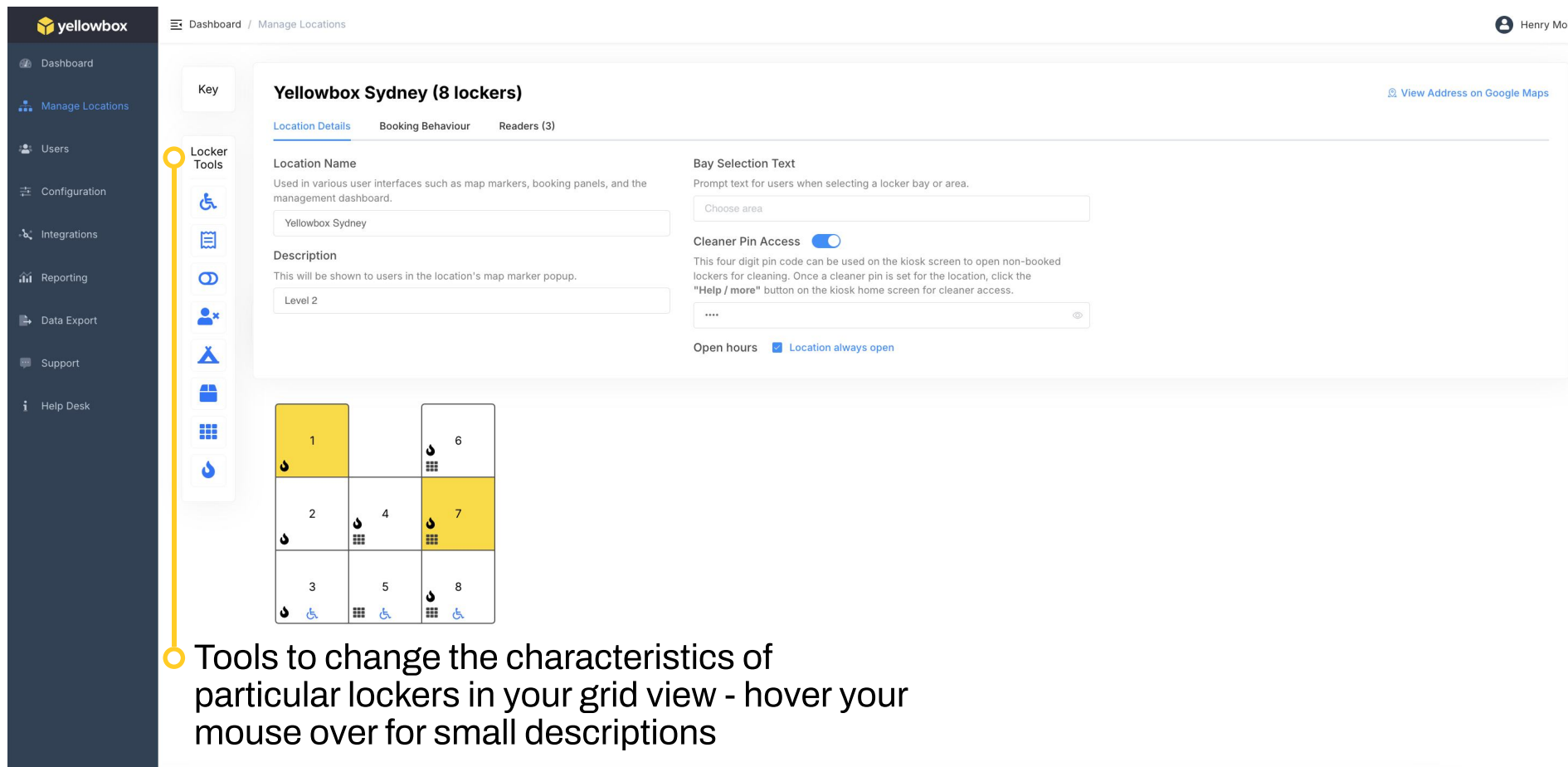
27/05/24, 10:38:21 AM

Booked by Kinzey Rahardja

27/05/24, 10:38:20 AM

Scrollable event history unique to the selected locker

Manage Locations - Locker Tools



The screenshot shows the Yellowbox dashboard with a sidebar on the left containing navigation links: Dashboard, Manage Locations, Users, Configuration, Integrations, Reporting, Data Export, Support, and Help Desk. The main content area is titled 'Yellowbox Sydney (8 lockers)' and includes tabs for Location Details, Booking Behaviour, and Readers (3). The 'Location Details' tab is active, showing fields for Location Name (Yellowbox Sydney), Description (Level 2), Bay Selection Text (Choose area), Cleaner Pin Access (toggle on), and Open hours (Location always open). Below these fields is a grid view of 8 lockers, numbered 1 through 8, arranged in a 3x3 grid with the bottom-right cell empty. Lockers 1, 4, and 7 are highlighted in yellow. A yellow line with circles at both ends points from the 'Locker Tools' section header to the grid view.

Yellowbox Sydney (8 lockers)

[View Address on Google Maps](#)

Location Details | Booking Behaviour | Readers (3)

Location Name
Used in various user interfaces such as map markers, booking panels, and the management dashboard.
Yellowbox Sydney

Description
This will be shown to users in the location's map marker popup.
Level 2

Bay Selection Text
Prompt text for users when selecting a locker bay or area.
Choose area

Cleaner Pin Access ☒
This four digit pin code can be used on the kiosk screen to open non-booked lockers for cleaning. Once a cleaner pin is set for the location, click the "Help / more" button on the kiosk home screen for cleaner access.
....

Open hours ☒ Location always open

1		6
2	4	7
3	5	8

Tools to change the characteristics of particular lockers in your grid view - hover your mouse over for small descriptions

Locker Tools - Accessibility Toggle


 Dashboard / Manage Locations
 Henry Morton

Dashboard
 Manage Locations
 Users
 Configuration
 Integrations
 Reporting
 Data Export
 Support
 Help Desk

Key
 Locker Tools

Yellowbox Sydney (8 lockers)

[View Address on Google Maps](#)

[Location Details](#) [Booking Behaviour](#) [Readers \(3\)](#)

Location Name
 Used in various user interfaces such as map markers, booking panels, and the management dashboard.
 Yellowbox Sydney

Description
 This will be shown to users in the location's map marker popup.
 Level 1

Bay Selection Text
 Prompt text for users when selecting a locker bay or area.
 Choose area

Cleaner Pin Access ☒
 This four digit pin code can be used on the kiosk screen to open non-booked lockers for cleaning. Once a cleaner pin is set for the location, click the "Help / more" button on the kiosk home screen for cleaner access.

Open hours ☒ Location always open

Click to make every locker in this bank accessible

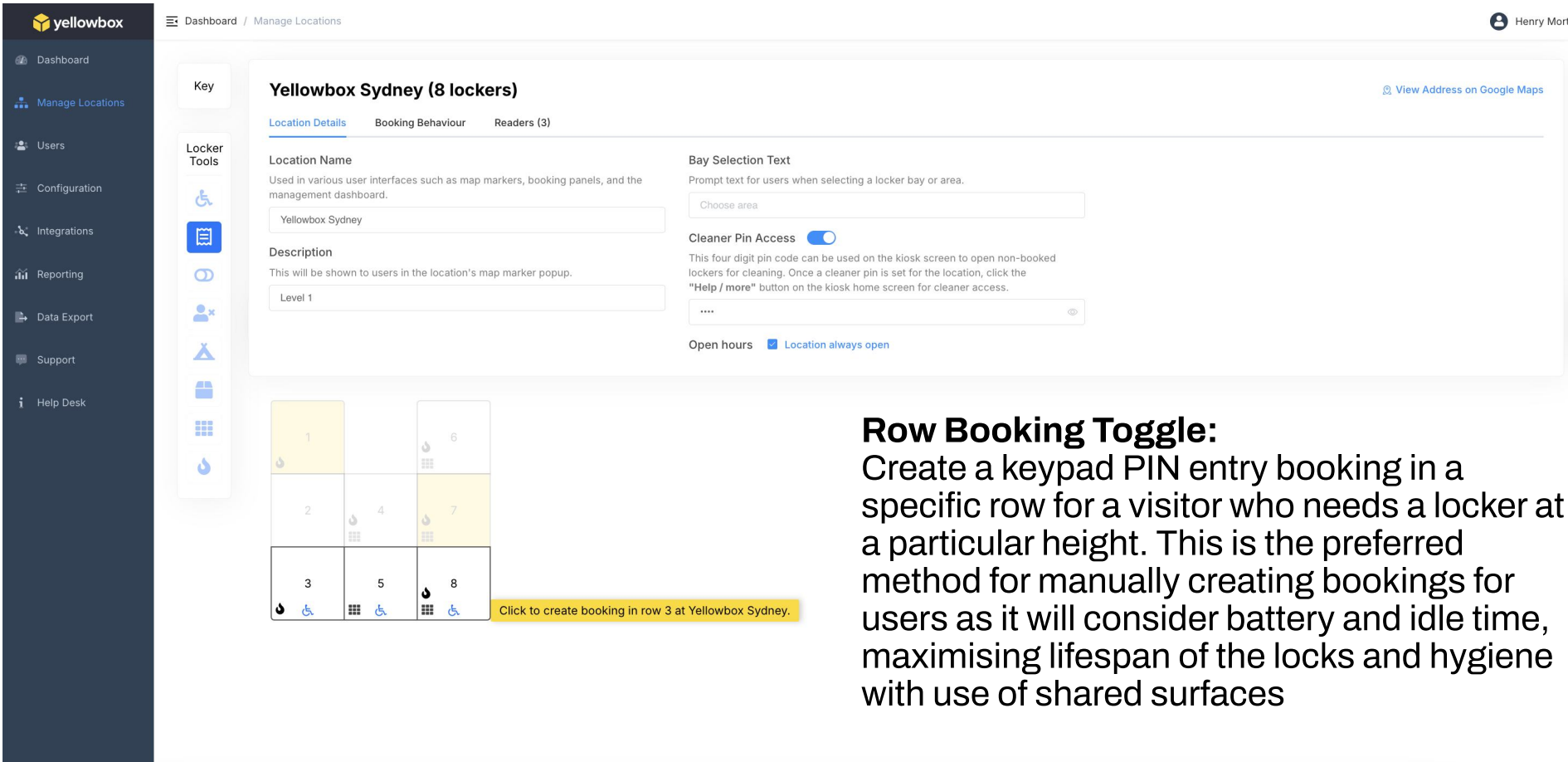
1		
2	4	7
3	5	8

Accessibility Toggle:

Allow users who have enabled 'Reach Accommodations' in the Yellowbox Public app to be prioritised these lockers for booking

Select individual lockers to toggle or hold shift to apply to a whole bank

Locker Tools - Row Booking Toggle



Yellowbox Sydney (8 lockers)

[View Address on Google Maps](#)

Location Details | Booking Behaviour | Readers (3)

Location Name
Used in various user interfaces such as map markers, booking panels, and the management dashboard.
Yellowbox Sydney

Description
This will be shown to users in the location's map marker popup.
Level 1

Bay Selection Text
Prompt text for users when selecting a locker bay or area.
Choose area

Cleaner Pin Access ☒ **Location always open**
This four digit pin code can be used on the kiosk screen to open non-booked lockers for cleaning. Once a cleaner pin is set for the location, click the "Help / more" button on the kiosk home screen for cleaner access.
....

Open hours ☒ Location always open

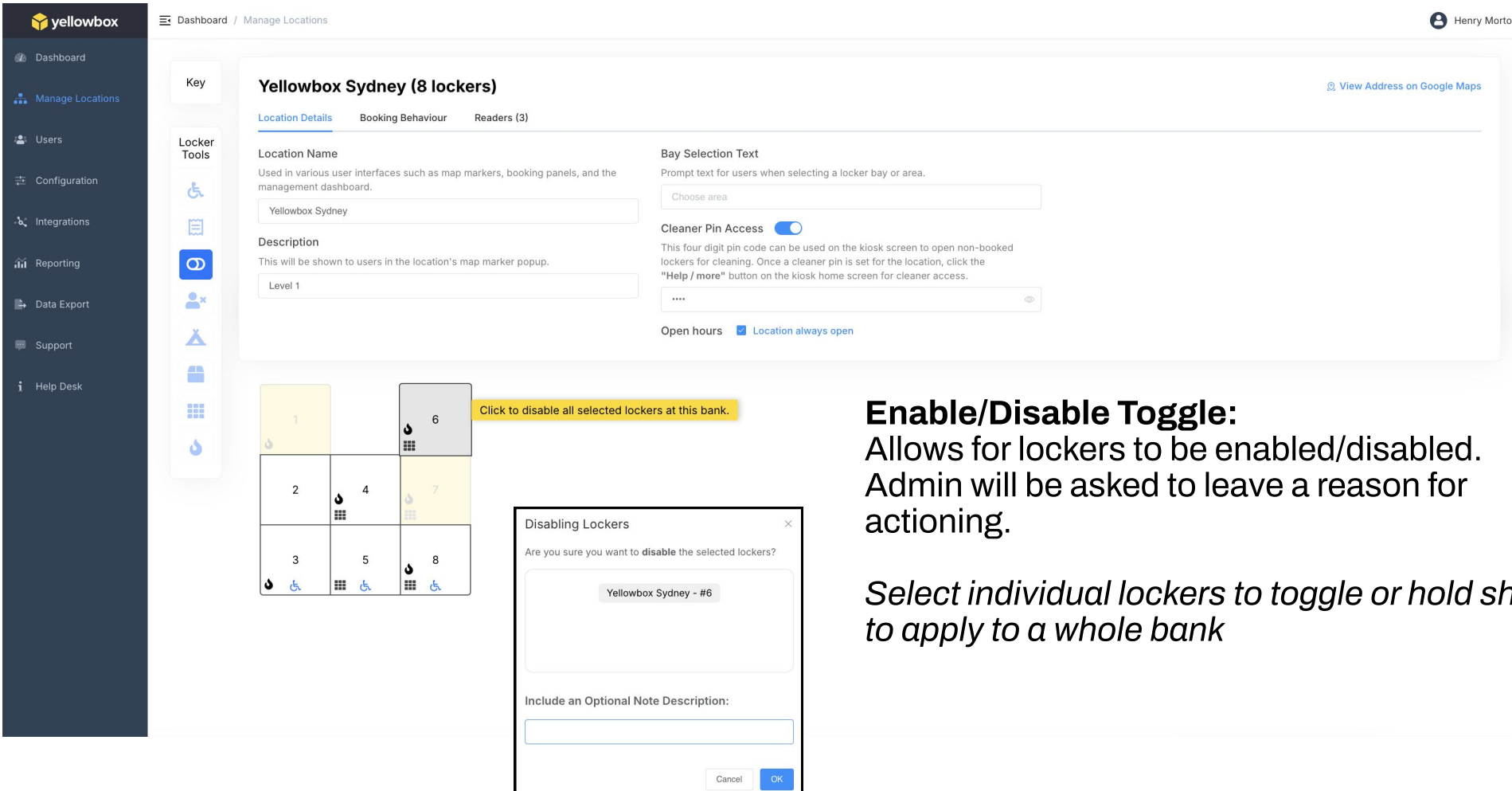
1		6
2	4	7
3	5	8

Click to create booking in row 3 at Yellowbox Sydney.

Row Booking Toggle:

Create a keypad PIN entry booking in a specific row for a visitor who needs a locker at a particular height. This is the preferred method for manually creating bookings for users as it will consider battery and idle time, maximising lifespan of the locks and hygiene with use of shared surfaces

Locker Tools - Enable/Disable Toggle



Yellowbox Sydney (8 lockers)

Location Details | Booking Behaviour | Readers (3)

Location Name
Used in various user interfaces such as map markers, booking panels, and the management dashboard.
Yellowbox Sydney

Description
This will be shown to users in the location's map marker popup.
Level 1

Bay Selection Text
Prompt text for users when selecting a locker bay or area.
Choose area

Cleaner Pin Access ☒
This four digit pin code can be used on the kiosk screen to open non-booked lockers for cleaning. Once a cleaner pin is set for the location, click the "Help / more" button on the kiosk home screen for cleaner access.
....

Open hours ☒ Location always open

Disabling Lockers
Are you sure you want to **disable** the selected lockers?
Yellowbox Sydney - #6
Include an Optional Note Description:
Cancel OK

Enable/Disable Toggle:

Allows for lockers to be enabled/disabled. Admin will be asked to leave a reason for actioning.

Select individual lockers to toggle or hold shift to apply to a whole bank

Locker Tools - End Booking Toggle


 Dashboard / Manage Locations
 Henry Morton

Dashboard
 Manage Locations
 Users
 Configuration
 Integrations
 Reporting
 Data Export
 Support
 Help Desk

Key
 Locker Tools

Yellowbox Sydney (8 lockers)

[View Address on Google Maps](#)

Location Details Booking Behaviour Readers (3)

Location Name
Used in various user interfaces such as map markers, booking panels, and the management dashboard.

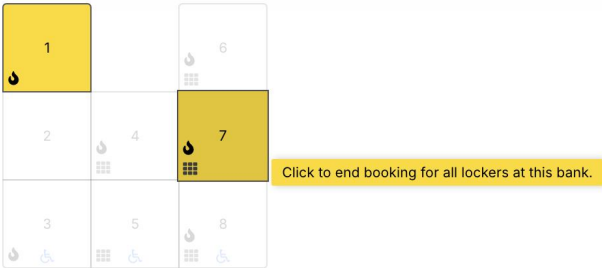
Description
This will be shown to users in the location's map marker popup.

Bay Selection Text
Prompt text for users when selecting a locker bay or area.

Cleaner Pin Access ☒

This four digit pin code can be used on the kiosk screen to open non-booked lockers for cleaning. Once a cleaner pin is set for the location, click the "Help / more" button on the kiosk home screen for cleaner access.

Open hours ☒ Location always open



End Booking Toggle:

Allows for easy locker booking ending

Select individual lockers to toggle or hold shift to end bookings for a whole bank

Locker Tools - Finding Campers Toggle

Overview of the activity for booked lockers

Colour coded overlay indicating when the last unlock occurred for each booked locker

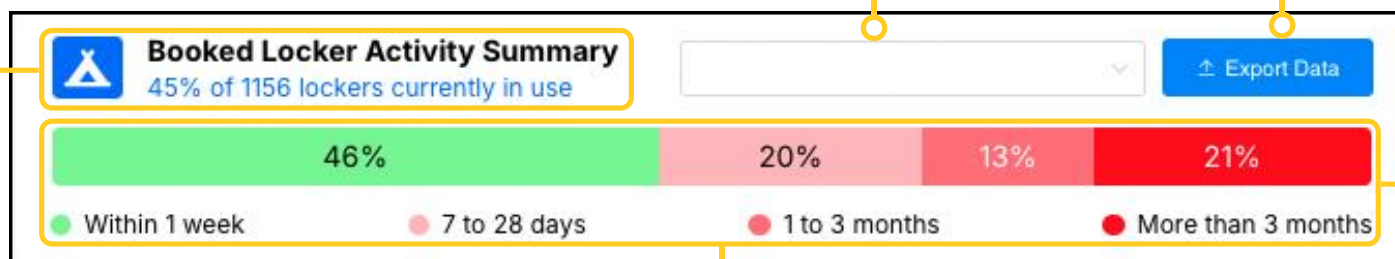


Greyed out lockers are not booked and therefore not included in the chart

Choose which locations you want to be included

Export the configured chart to Excel

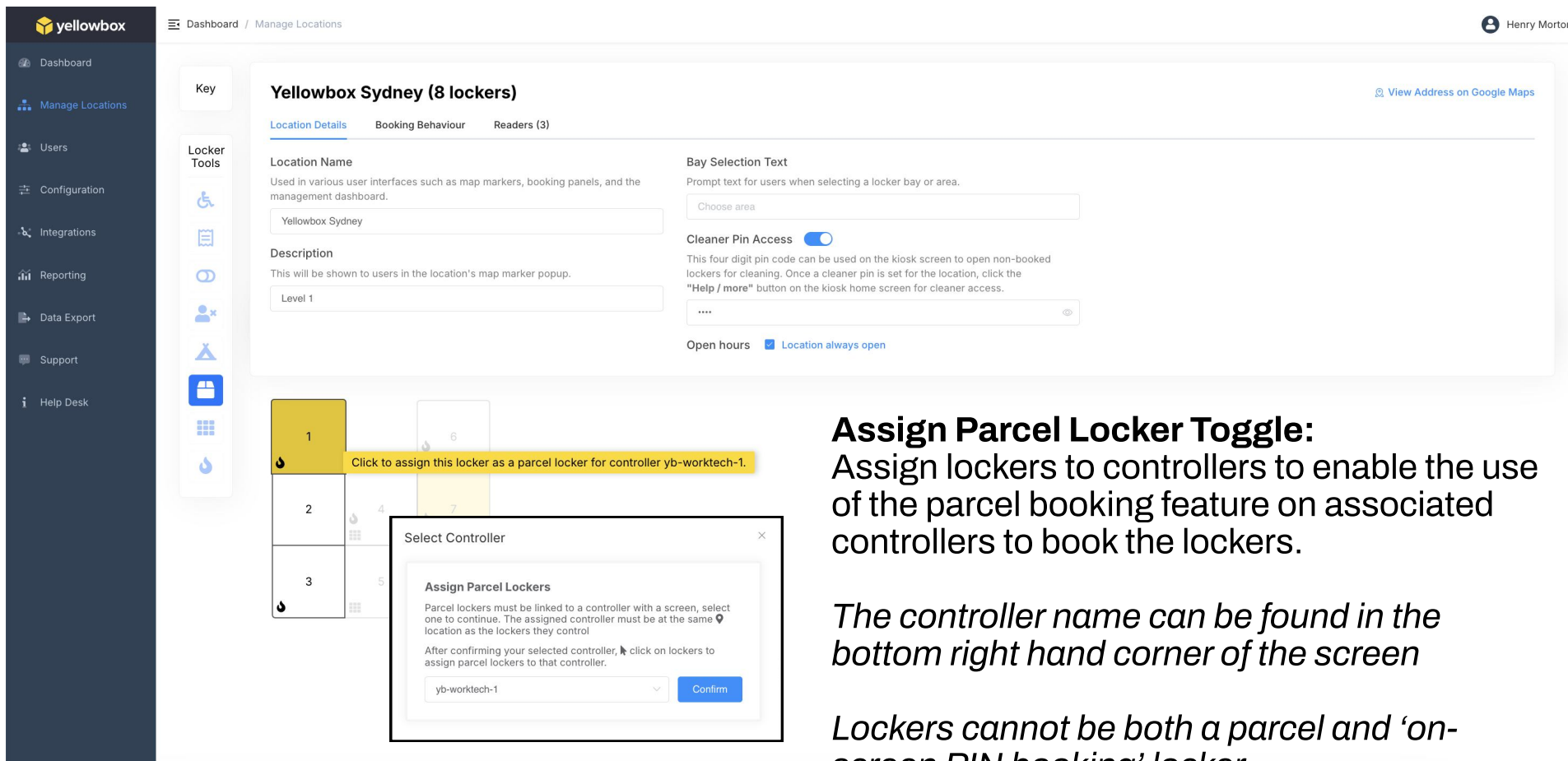
Number of booked lockers that are represented in the below chart



Percentage of booked lockers that fit in to each category

Time frame for each colour

Locker Tools - Assign Parcel Lockers Toggle



The screenshot shows the Yellowbox app interface. On the left is a dark sidebar with navigation options: Dashboard, Manage Locations, Users, Configuration, Integrations, Reporting, Data Export, Support, and Help Desk. The main content area is titled 'Yellowbox Sydney (8 lockers)' and includes tabs for Location Details, Booking Behaviour, and Readers (3). The 'Location Details' tab is active, showing fields for Location Name (Yellowbox Sydney), Description (Level 1), Bay Selection Text (Choose area), Cleaner Pin Access (toggle on), and Open hours (Location always open). A 'Locker Tools' sidebar on the left contains icons for various functions. A modal dialog titled 'Select Controller' is open, showing the 'Assign Parcel Lockers' section with instructions and a dropdown menu set to 'yb-worktech-1'.

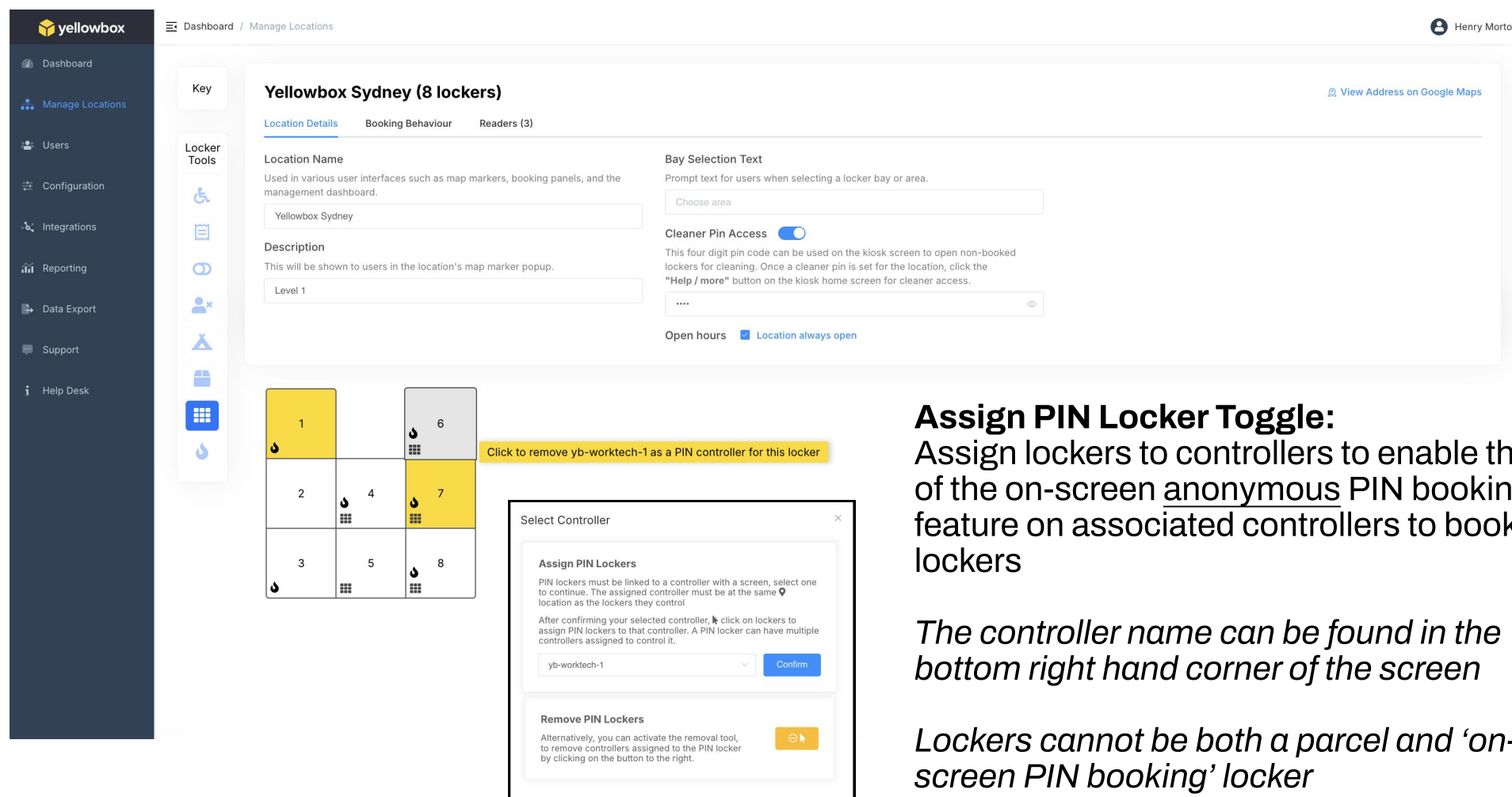
Assign Parcel Locker Toggle:
 Assign lockers to controllers to enable the use of the parcel booking feature on associated controllers to book the lockers.

The controller name can be found in the bottom right hand corner of the screen

Lockers cannot be both a parcel and 'on-screen PIN booking' locker

*See 'Parcel Locker Configuration Guide' for setup guidance in **Help Desk** tab*

Locker Tools - Assign PIN Lockers Toggle



The screenshot shows the Yellowbox dashboard interface. On the left is a sidebar with navigation links: Dashboard, Manage Locations, Users, Configuration, Integrations, Reporting, Data Export, Support, and Help Desk. The main content area is titled 'Yellowbox Sydney (8 lockers)' and includes tabs for Location Details, Booking Behaviour, and Readers (3). The 'Location Details' tab is active, showing fields for Location Name (Yellowbox Sydney), Description (Level 1), Bay Selection Text (Choose area), Cleaner Pin Access (toggle on), and Open hours (Location always open). Below these fields is a grid of 8 lockers, numbered 1 to 8. Lockers 1, 6, 7, and 8 are highlighted in yellow. A yellow tooltip points to locker 1, stating 'Click to remove yb-worktech-1 as a PIN controller for this locker'. A modal window titled 'Select Controller' is open, showing the 'Assign PIN Lockers' section with a dropdown menu set to 'yb-worktech-1' and a 'Confirm' button. The 'Remove PIN Lockers' section is also visible at the bottom of the modal.

Assign PIN Locker Toggle:

Assign lockers to controllers to enable the use of the on-screen anonymous PIN booking feature on associated controllers to book the lockers

The controller name can be found in the bottom right hand corner of the screen

Lockers cannot be both a parcel and 'on-screen PIN booking' locker

*See 'Visitor PIN Bank Guide' for setup guidance under **Help Desk** tab*

Locker Tools - Assign Hot Lockers Toggle



- Dashboard
- Manage Locations
- Users
- Configuration
- Integrations
- Reporting
- Data Export
- Support
- Help Desk

Dashboard / Manage Locations

Henry Morton

Key

Locker Tools

Yellowbox Sydney (8 lockers)

[Location Details](#)
[Booking Behaviour](#)
[Readers \(3\)](#)

[View Address on Google Maps](#)

Location Name

Used in various user interfaces such as map markers, booking panels, and the management dashboard.

Yellowbox Sydney

Description

This will be shown to users in the location's map marker popup.

Level 1

Bay Selection Text

Prompt text for users when selecting a locker bay or area.

Choose area

Cleaner Pin Access

☒

Location always open

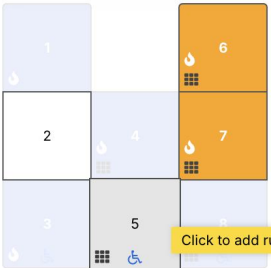
This four digit pin code can be used on the kiosk screen to open non-booked lockers for cleaning. Once a cleaner pin is set for the location, click the "Help / more" button on the kiosk home screen for cleaner access.

....

Open hours

☒

Location always open



Select Hot Locker Rule for Tool

Use the hot locker tool to manage locker banks or individual lockers, allowing you to assign or remove designated rules as needed.

Select a hot locker rule to apply or remove from lockers:

"Friday 7pm": Max Duration

To configure new hot locker rules visit the [Configuration page](#)

Confirm

Set Hot Lockers

"Friday 7pm": Max Duration

Click on individual lockers to apply or remove the selected rule. Hold shift to target whole locker banks. [Configure and add new Hot Locker Rules here](#) →

Assign Hot Locker Toggle:

Allows for hot locker rules to be toggled on lockers.

Select individual lockers to toggle or hold shift to toggle rules for multiple lockers

Select between hot locker rules

<https://dashboard.yellowbox.app/>

 18

Users

Search list of users by name or email


 Dashboard / Users
 Henry Morton

Users

Register of organisation users, permission levels and locker bookings, as well as functions to create new bookings for individual users. Search and filter using the controls below.

0 Locker Requests

0 Abandoned Lockers

0 Unrecognised card swipes

Locker requests from users using the app will be shown here
 When users are automatically disabled (SSO), their previous booking will be shown here
 Unknown cards that have been tapped will be shown here, and can be linked to a user

All Roles

+ Add users or cards

Name	Email	Bookings	Created	Type	Cards
Christian Schmidt			01/07/23 01:59 am	User	>
Demo Account			02/02/23 10:32 am	Manager	>
europlan6			28/11/22 01:03 pm	User	>
Alex Patterson			20/08/22 01:12 pm	User	>
Andrew Atkinson			20/08/22 01:12 pm	User	>
April Gay			20/08/22 01:12 pm	User	>
April Lopez			20/08/22 01:12 pm	User	>
Matthew Cameron			20/08/22 12:58 pm	User	>
Austin May			20/08/22 12:58 pm	User	>
Benjamin Hill			20/08/22 12:58 pm	User	>
Brian Bates			20/08/22 12:58 pm	User	>

Manually create new users
& bulk import RFID data

Users



Dashboard / Users

Henry Morton

Dashboard

Manage Locations

Users

Configuration

Integrations

Reporting

Data Export

Support

Help Desk

Alejandra Ellenwood	aellenwood@yellowbox.app		07/11/21 08:58 pm	User		
Reggie Coad	rcoad@yellowbox.app		07/11/21 08:58 pm	User		
Eldridge Gruver	egruver@yellowbox.app	B10 at Mock Data (4h 1m)	07/11/21 08:58 pm	User		
Jeniffer McNicholas	jmcnicholas@yellowbox.app	B9 at Mock Data (4h 27m)	07/11/21 08:58 pm	User		
Reatha Epps	repps@yellowbox.app	B8 at Mock Data (1d 2h)	07/11/21 08:58 pm	User		
Leonarda Boss	lboss@yellowbox.app	B4 at Mock Data (reserved)	07/11/21 08:58 pm	User		
Julius Marks	jmarks@yellowbox.app	A5 at Mock Data (2h 43m)	07/11/21 08:58 pm	User	1	

Active Bookings

A5 (medium)

Mock Data

Duration: 2h 43m

Last Open: 16h 53m

Permanent: ☐

Email Booking Info

End Booking

Create Booking

Search location or locker

Past Bookings

Yellowbox Sydney | Locker #3

29 Jul 5:10 PM - 1:15 PM

Duration: 20 hours 4 minutes

Yellowbox Sydney | Locker #5

26 Jul 4:03 PM - 29 Jul 5:00 PM

Duration: 3 days 56 minutes

Show All

RFID Cards

Tech: Mifare Classic

Format: Gallagher

Type: GallagherMifareClassic

CardNo: 8713

Alex Jameson	ajameson@yellowbox.app	A4 at Mock Data (4h 51m)	07/11/21 08:58 pm	User		
Carletta Quesenberry	cquesenberry@yellowbox.app	A16 at Mock Data (5h 26m)	07/11/21 08:58 pm	User		
Adam Stevenson	astevenson@yellowbox.app		07/11/21 08:58 pm	User		
Chris Goods	cgoods@yellowbox.app		07/11/21 08:58 pm	User		
Piper Poarch	ppoarch@yellowbox.app	B3 at Mock Data (21h 19m)	07/11/21 08:58 pm	User		

You can allocate lockers for each user via 'Create Booking' menu, while also seeing:

- booking details
- past bookings
- associated RFID cards
- shared bookings

Locker Requests



Dashboard / Users
 Henry Morton

Users

Register of organisation users, permission levels and locker bookings, as well as functions to create new bookings for individual users. Search and filter using the controls below.

1 Locker Requests

Henry Morton

Yellowbox Sydney

Choose locker

#2 - #2, small

Submitted 12:18 PM

Delete

0 Abandoned Lockers

0 Unrecognised card swipes

All Roles

+ Add users or cards

Name	Email	Bookings	Created	Type	Cards
Henry Morton			17/07/23 12:25 pm	User	
Henry Morton		#6 at Yellowbox Sydney (25m 56s)	10/07/23 11:47 am	Manager	

Select the drop down
and choose locker for
user or decline request

Booking will appear under user
after acceptance

<https://dashboard.yellowbox.app/>


21

Users - Abandoned Lockers

SSO/Identity Integration Offboarding

Disabled users occur when a user is removed from the Yellowbox system automatically via integration



- Dashboard
- Manage Locations
- Users**
- Configuration
- Integrations
- Reporting
- Data Export
- Support
- Help Desk

Dashboard / Users

Henry Morton

Users

Register of organisation users, permission levels and locker bookings, as well as functions to create new bookings for individual users. Search and filter using the controls below.

0 Locker Requests

1 Abandoned Lockers

Lockers previously booked by users whose accounts have since been removed or disabled, such as former staff. These lockers are still booked and are not usable by others but the owner is no longer active.

☐ Select all Orphaned Lockers

2 (1)

Demo

4d 4h ago

☐ Locker selected

Press to open

End Booking

End & Disable

Reassign

Disabled users locker booking(s) will show here to be actioned

0 Unrecognised card swipes

All Roles

+ Add users or cards

Name	Email	Bookings	Created	Type	Cards
(Disabled) Ben Delaney (okta)		2 at Demo (4d 4h)	19/10/23 10:48 am	User	

Active Bookings

2 (large)

Demo

Duration: 4 Days 4 Hours

Last Open: No opens via App yet

Permanent: ☐

Email Booking Info

End Booking

Create Booking

Search location or locker

Past Bookings

2

Demo | Locker B2

2 Nov 2023 11:00 AM ~ 2 Nov 2023 11:05 AM

(5 minutes 41 seconds)

→

Demo | Locker NGxdjh177mGZ918pCBBb

19 Oct 2023 3:03 PM ~ 19 Oct 2023 3:07 PM

(3 minutes 17 seconds)

→

RFID Cards

No associated RFID cards found

+

Notifications

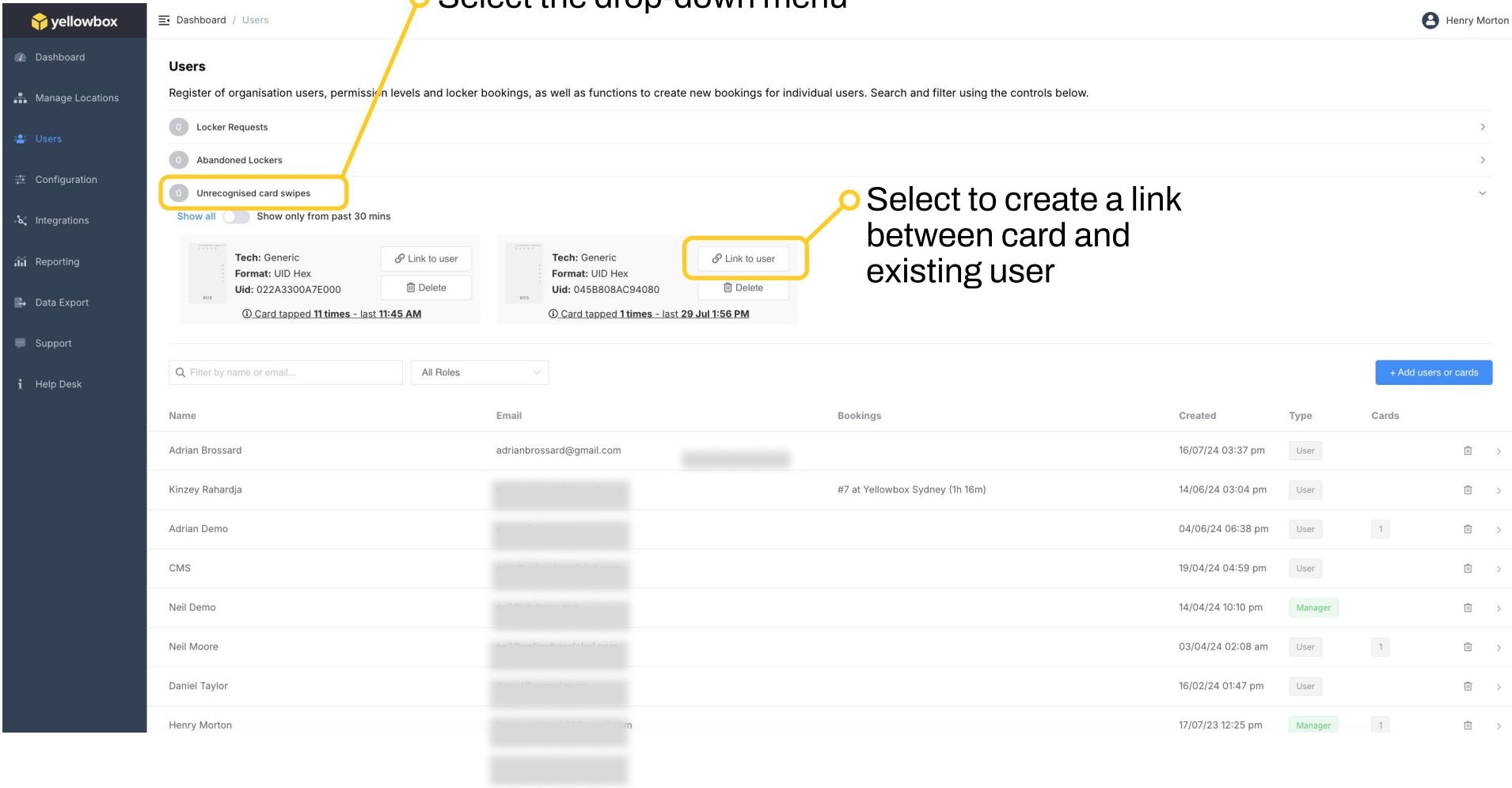
Notification: Booking Expiry Warning

☒ App Notification
 ☐ SMS
 ☐ Email

+ Select from dropdown...

Link Unrecognised Cards to Existing Users

User must be made prior to linking



Users

Register of organisation users, permission levels and locker bookings, as well as functions to create new bookings for individual users. Search and filter using the controls below.

- Locker Requests
- Abandoned Lockers
- Unrecognised card swipes**

Show all ☐ Show only from past 30 mins



Tech: Generic
Format: UID Hex
Uid: 022A3300A7E000

① Card tapped 11 times - last 11:45 AM

Link to user

Delete



Tech: Generic
Format: UID Hex
Uid: 045B808AC94080

① Card tapped 1 times - last 29 Jul 1:56 PM

Link to user

Delete

Filter by name or email... All Roles + Add users or cards

Name	Email	Bookings	Created	Type	Cards
Adrian Brossard	adrianbrossard@gmail.com		16/07/24 03:37 pm	User	
Kinzev Rahardja		#7 at Yellowbox Sydney (1h 16m)	14/06/24 03:04 pm	User	
Adrian Demo			04/06/24 06:38 pm	User	1
CMS			19/04/24 04:59 pm	User	
Neil Demo			14/04/24 10:10 pm	Manager	
Neil Moore			03/04/24 02:08 am	User	1
Daniel Taylor			16/02/24 01:47 pm	User	
Henry Morton			17/07/23 12:25 pm	Manager	1

Link Unrecognised Cards to Existing Users

Select the existing user from the drop-down user menu

Link RFID card to a user

Fill in card details

Please contact your access control vendor or card issuer if you are unsure of the card technology or data format in use.

RFID Card Technology

RFID Card Format

User

uid

Tech: Generic
Format: UID Hex
Uid: 32344

Card issuing organisation(s)
 [Help ?](#)

[+ Add Card](#)

Add card

Link RFID card to a user

Fill in card details

Please contact your access control vendor or card issuer if you are unsure of the card technology or data format in use.

RFID Card Technology

RFID Card Format

User

uid

Tech: Generic
Format: UID Hex
Uid: 022A3300A7E000

Card is currently held by another user
Current card holder: **Unregistered RFID only user**
No active bookings by current user

Card issuing organisation(s)
 [Help ?](#)

[Transfer Card](#)

Alternatively if card was previously assigned, transfer the card

Link Unrecognised Cards to Existing Users


 Dashboard / Users
 Henry Morton

Neil Demo		14/04/24 10:10 pm	Manager		
Neil Moore		03/04/24 02:08 am	User	1	
Daniel Taylor		16/02/24 01:47 pm	User		
Henry Morton	#3 at Yellowbox Sydney (2m 6s)	17/07/23 12:25 pm	Manager	2	
Henry Morton		10/07/23 11:47 am	User	1	

Create Booking

Past Bookings

Yellowbox Sydney | Locker #4
 14 Jul 2:27 PM - 15 Jul 12:34 PM
 Duration: 22 hours 7 minutes

Yellowbox Sydney | Locker #4
 11 Jul 6:40 PM - 11 Jul 6:42 PM
 Duration: 2 minutes 29 seconds

2 Past booking(s) at locations you do not manage

RFID Cards



Tech: Generic
 Format: UID Hex
 Uid: 040F4FEAD11A90



Tech: Seos
 Format: H10301
 FacilityCode: 128
 CardNo: 12840

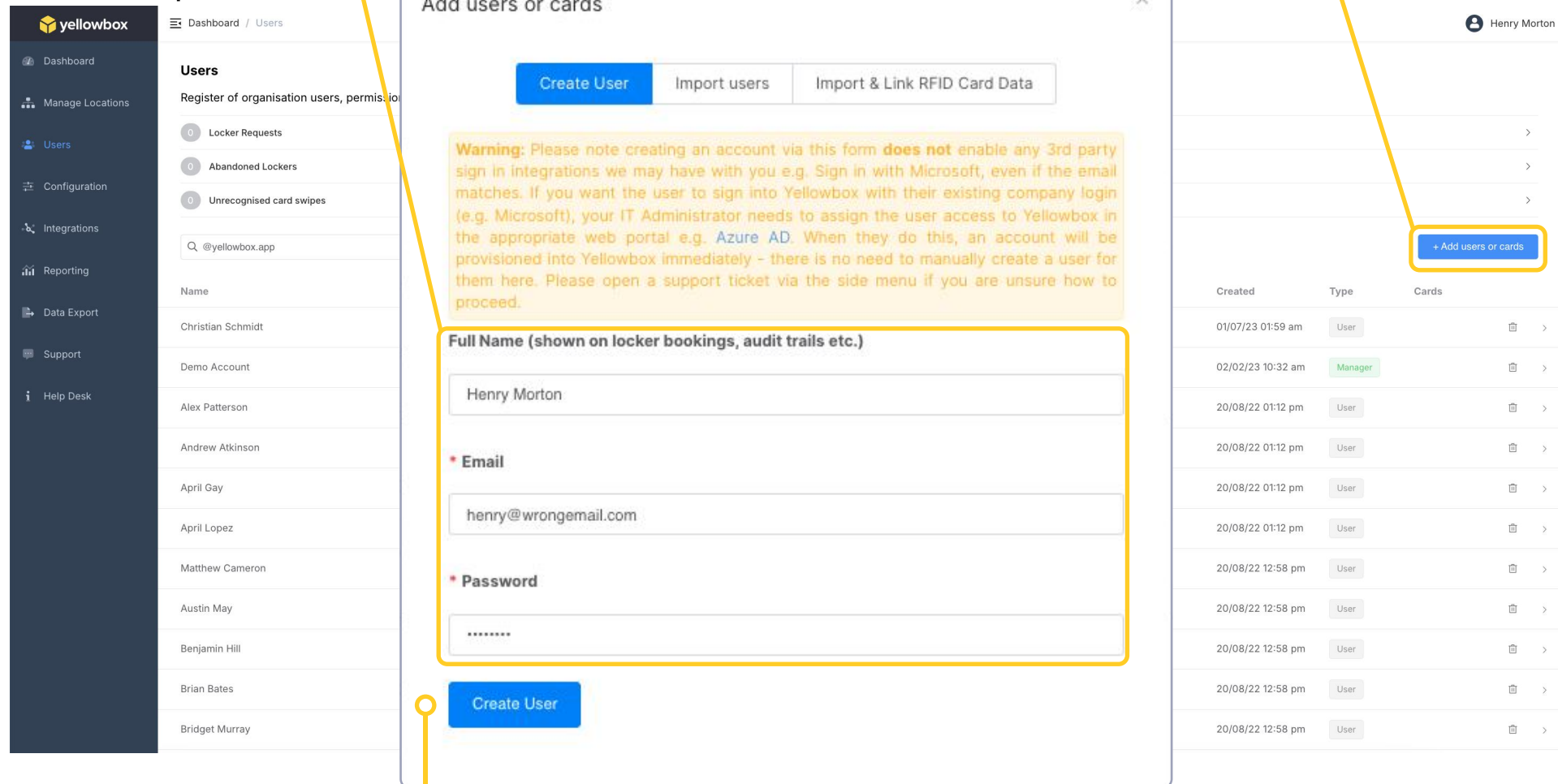
Card will show under selected user

Christian Schmidt		01/07/23 01:59 am	User		
Test User		31/03/23 01:41 pm	User		
Demo Account		02/02/23 10:32 am	Manager		
Alex Patterson		20/08/22 01:12 pm	User		
Andrew Atkinson		20/08/22 01:12 pm	User		
April Gay		20/08/22 01:12 pm	User		

Add Users - Create User

Enter user information & password

Select to enter user creation



The screenshot shows the Yellowbox dashboard with a sidebar on the left containing links to Dashboard, Manage Locations, Users, Configuration, Integrations, Reporting, Data Export, Support, and Help Desk. The main content area displays the 'Users' section with a search bar and a list of users. A modal window titled 'Add users or cards' is open, showing options to 'Create User', 'Import users', and 'Import & Link RFID Card Data'. A warning message is displayed, stating that creating an account via this form does not enable any 3rd party sign in integrations. The 'Create User' form includes fields for 'Full Name (shown on locker bookings, audit trails etc.)', 'Email', and 'Password'. The 'Create User' button is highlighted. On the right, a table lists existing users with columns for 'Created', 'Type', and 'Cards'.

Created	Type	Cards
01/07/23 01:59 am	User	>
02/02/23 10:32 am	Manager	>
20/08/22 01:12 pm	User	>
20/08/22 01:12 pm	User	>
20/08/22 01:12 pm	User	>
20/08/22 01:12 pm	User	>
20/08/22 12:58 pm	User	>
20/08/22 12:58 pm	User	>
20/08/22 12:58 pm	User	>
20/08/22 12:58 pm	User	>
20/08/22 12:58 pm	User	>

User will appear in user list once created

Add Users - Import Users

Populate template

The template will need users emails, names & optionally, locker #'s

If uploading locker #'s, select 'Locker number' and provide a location under 'Shared location'

Download the template

Add users or cards

Create User
Import users
Import & Link RFID Card Data

1
2
3

Populate template
Review and import
Imported results

1. Download users template

Fields to include:

The template will include the fields listed below. For each user you must provide an email and display name. If you want to also allocate some or all users a locker, toggle the "Locker number" field option by clicking it below. If this setting is enabled, you must also choose how you want to specify the location(s) at which the lockers are to be allocated. If you choose "Shared location", the selected location will be used to lookup the locker numbers entered in the uploaded template, and there will be no need to enter a location name in the template itself. Alternately, if "Location field" is selected, the downloaded template will include a column for the name of the location in addition to the locker number, so you can uniquely specify a location + locker number for each user.

Email
Display name
Locker number

Shared location
Location field

Select location

The signed in user has access to 6 locations:

CDW Clerkenwell Demo box
Demo
Yellowbox Den Haag Demo 2

Yellowbox Hilmer
Yellowbox Sydney
Yellowbox Sydney Demo

Yellowbox Sydney Demo

Download template

For Mac - export the 'Numbers' file as an 'Excel' then upload

Email	Display name	Locker No.
henry@wrongemail.com	Henry Morton	#6

Upload the complete 'Excel' template

2. Upload populated template

Drop excel file here or
Browse

Add Users - Import Users

Review and import

Add users or cards

Create User
Import users
Import & Link RFID Card Data

1
2
3

Populate template
Review and import
Imported results

Review imported data

Email	Display name	Locker	Include
henry@wrongemail.com	Henry Morton	#6	☒

Select user organisations and access

User organisation(s)

The signed in user is part of 2 organisations:

yellowbox
yellowbox demo

yellowbox
yellowbox demo

Help ?

User access groups

The signed in user is part of 2 groups:

yellowbox
Yellowbox_demo

yellowbox
Yellowbox_demo

Help ?

Users will appear here

Depending on your organisation, you may limit or allow full access to all locations

If using the Yellowbox app, toggle to have users see the designated location lockers

User settings

Use workplace UI
☒
?

Make all imported users configured to use the workplace app UI instead of the standard public map UI. If you're unsure which you should use, please raise a support ticket with us via the side menu [Support](#) page.

Send welcome emails
☒
?

Send all imported users a welcome email with a link to set their account password. We recommend you keep this enabled unless you are sure of what you're doing. If you're unsure which you should use, please raise a support ticket with us via the side menu [Support](#) page.

This will send a welcome email to all successfully imported users.

Cancel
Import 1/1 users

Add Users - Import Users

Imported results

Add users or cards

Create User

Import users

Import & Link RFID Card Data

1

2

3

Populate template

Review and import

Imported results

Check import results

Email	Display name	Locker	Status
henry@wrongemail.com	Henry Morton	#6	Success

1 import successful

Imported users have been sent an email with a link to set a password for their accounts.

If users do not receive the email, please check spam/junk folders and raise a support ticket with us. Note that large upload batches can take a while to send out all the emails.

Close

Users will receive an email, where they can set up their account

User will appear in user list once created
(Page 09)

Add Users - Import & Link RFID Data

Populate template

Add users or cards

Create User
Import users
Import & Link RFID Card Data

Help

1
Populate template
2
Review and import

1. Generate Template Spreadsheet

Please contact your access control vendor or card issuer if you are unsure of the card technology or data format in use.

RFID Card Technology
iClass

RFID Card Format
Corporate 1000 (LSEG custom format - 35 or 48 bit)

Download template

2. Upload Populated Template

Drop excel file here or
Browse

Select RFID Card Tech and Format for your location & download template

For Mac - export the 'Numbers' file as an 'Excel' then upload

email	card.iClass.Corporate1000_LSEG.cardNo
henry@wrongemail.com	1234567812345678

Add Users - Import & Link RFID Data

Review and import

Add users or cards

Create User

Import users

Import & Link RFID Card Data

Help

1

Populate template

2

Review and import

Email	Card Type	Card Info	Action	status
henry@wrongemail.com	iClass - Corporate1000_LSEG	{"cardNo": "1234567812345678"}	Link card to existing user	

Card issuing organisation(s)

The signed in user is part of 2 organisations:

yellowbox

yellowbox demo

yellowbox

Help ?

Cancel

Confirm

Review & confirm import

User and RFID card details will appear in user list once created

Can also transfer card ownership

<https://dashboard.yellowbox.app/>

Allocate a Locker

Select location & locker number



- Dashboard
- Manage Locations
- Users
- Configuration
- Integrations
- Reporting
- Data Export
- Support
- Help Desk

Dashboard / Users

Henry Morton

Demo Account	demo@yellowbox.app	02/02/23 10:32 am	Manager		
Alex Patterson	apatterson@yellowbox.app	20/08/22 01:12 pm	User		
Andrew Atkinson	aatkinson@yellowbox.app	20/08/22 01:12 pm	User		
April Gay	agay@yellowbox.app	20/08/22 01:12 pm	User		

Create Booking

- Mock Data (17/30 Available)
- Yellowbox Den Haag (32/32 Available)
- Yellowbox Den Haag Demo 2 (0/0 Available)
- Yellowbox Hilmer (9/10 Available)
- Yellowbox London (0/0 Available)
- Yellowbox Sydney (6/8 Available)

Past Bookings

No past bookings

RFID Cards

No associated RFID cards found

+

Allocate a Locker



- Dashboard
- Manage Locations
- Users
- Configuration
- Integrations
- Reporting
- Data Export
- Support
- Help Desk

Dashboard / Users

Henry Morton

Demo Account	demo@yellowbox.app	02/02/23 10:32 am	Manager		>
Alex Patterson	apatterson@yellowbox.app	20/08/22 01:12 pm	User		>
Andrew Atkinson	aatkinson@yellowbox.app	20/08/22 01:12 pm	User		>
April Gay	agay@yellowbox.app	#1 at Yellowbox Sydney (~24s)	User		>

Active Bookings

#1 (medium)

Yellowbox Sydney

Duration: 0s

Last Open: No opens yet

Permanent: ☐

Email Booking Info

End Booking

Past Bookings

No past bookings

RFID Cards

No associated RFID cards found

+

Create Booking

Search location or locker

April Lopez	alopez@yellowbox.app	20/08/22 01:12 pm	User		>
Matthew Cameron	mcameron@yellowbox.app	20/08/22 12:58 pm	User		>
Austin May	amay@yellowbox.app	20/08/22 12:58 pm	User		>
Benjamin Hill	bhill@yellowbox.app	20/08/22 12:58 pm	User		>
Brian Bates	bbates@yellowbox.app	20/08/22 12:58 pm	User		>
Bridget Murray	bmurray@yellowbox.app	20/08/22 12:58 pm	User		>
Bruce Moses	bmoses@yellowbox.app	20/08/22 12:58 pm	User		>
Christopher Perry	cperry@yellowbox.app	20/08/22 12:58 pm	User		>

Booking will appear under user

- User can be sent booking info via email

Add an RFID card



- Dashboard
- Manage Locations
- Users
- Configuration
- Integrations
- Reporting
- Data Export
- Support
- Help Desk

Dashboard / Users

Henry Morton

Demo Account	demo@yellowbox.app	02/02/23 10:32 am	Manager		
Alex Patterson	apatterson@yellowbox.app	20/08/22 01:12 pm	User		
Andrew Atkinson	aatkinson@yellowbox.app	20/08/22 01:12 pm	User		
April Gay	agay@yellowbox.app	#1 at Yellowbox Sydney (~24s)	User		

#1 (medium)

Yellowbox Sydney

Duration: 0s

Last Open: No opens yet

Permanent: ☐

Email Booking Info

End Booking

Past Bookings

No past bookings

RFID Cards

No associated RFID cards found

+

Create Booking

Search location or locker

April Lopez	alopez@yellowbox.app	20/08/22 01:12 pm	User		
Matthew Cameron	mcameron@yellowbox.app	20/08/22 12:58 pm	User		
Austin May	amay@yellowbox.app	20/08/22 12:58 pm	User		
Benjamin Hill	bhill@yellowbox.app	20/08/22 12:58 pm	User		
Brian Bates	bbates@yellowbox.app	20/08/22 12:58 pm	User		
Bridget Murray	bmurray@yellowbox.app	20/08/22 12:58 pm	User		
Bruce Moses	bmoses@yellowbox.app	20/08/22 12:58 pm	User		
Christopher Perry	cperry@yellowbox.app	20/08/22 12:58 pm	User		

Select the '+' icon to add a card

Add an RFID card

Add an RFID card for April Gay

Fill in card details

Please contact your access control vendor or card issuer if you are unsure of the card technology or data format in use.

RFID Card Technology

RFID Card Format

Please select card technology and format.

Please fill out missing fields in the "Card Details"

[+ Add Card](#)

RFID Card Addition:

1. Select card tech
2. Select card format
3. Enter card number
4. Enter facility code (if required)
5. Add card

Add an RFID card for April Gay

Fill in card details

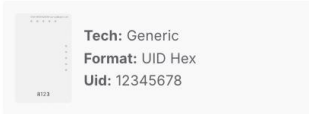
Please contact your access control vendor or card issuer if you are unsure of the card technology or data format in use.

RFID Card Technology

RFID Card Format

User

uid


Tech: Generic
Format: UID Hex
Uid: 12345678

Card issuing organisation(s)
 [Help](#)

[+ Add Card](#)

Add an RFID card



- Dashboard
- Manage Locations
- Users
- Configuration
- Integrations
- Reporting
- Data Export
- Support
- Help Desk

Dashboard / Users

Henry Morton

Demo Account	demo@yellowbox.app	02/02/23 10:32 am	Manager		
Alex Patterson	apatterson@yellowbox.app	20/08/22 01:12 pm	User		
Andrew Atkinson	aatkinson@yellowbox.app	20/08/22 01:12 pm	User		
April Gay	agay@yellowbox.app	#1 at Yellowbox Sydney (8m 5s)	User	1	

Active Bookings

#1 (medium)

Yellowbox Sydney
Duration: 8m 13s
Last Open: No opens yet
Permanent: ☐

Email Booking Info
End Booking

Past Bookings
No past bookings

RFID Cards



Tech: Generic
Format: UID Hex
Uid: 12345678



+

Create Booking

Search location or locker

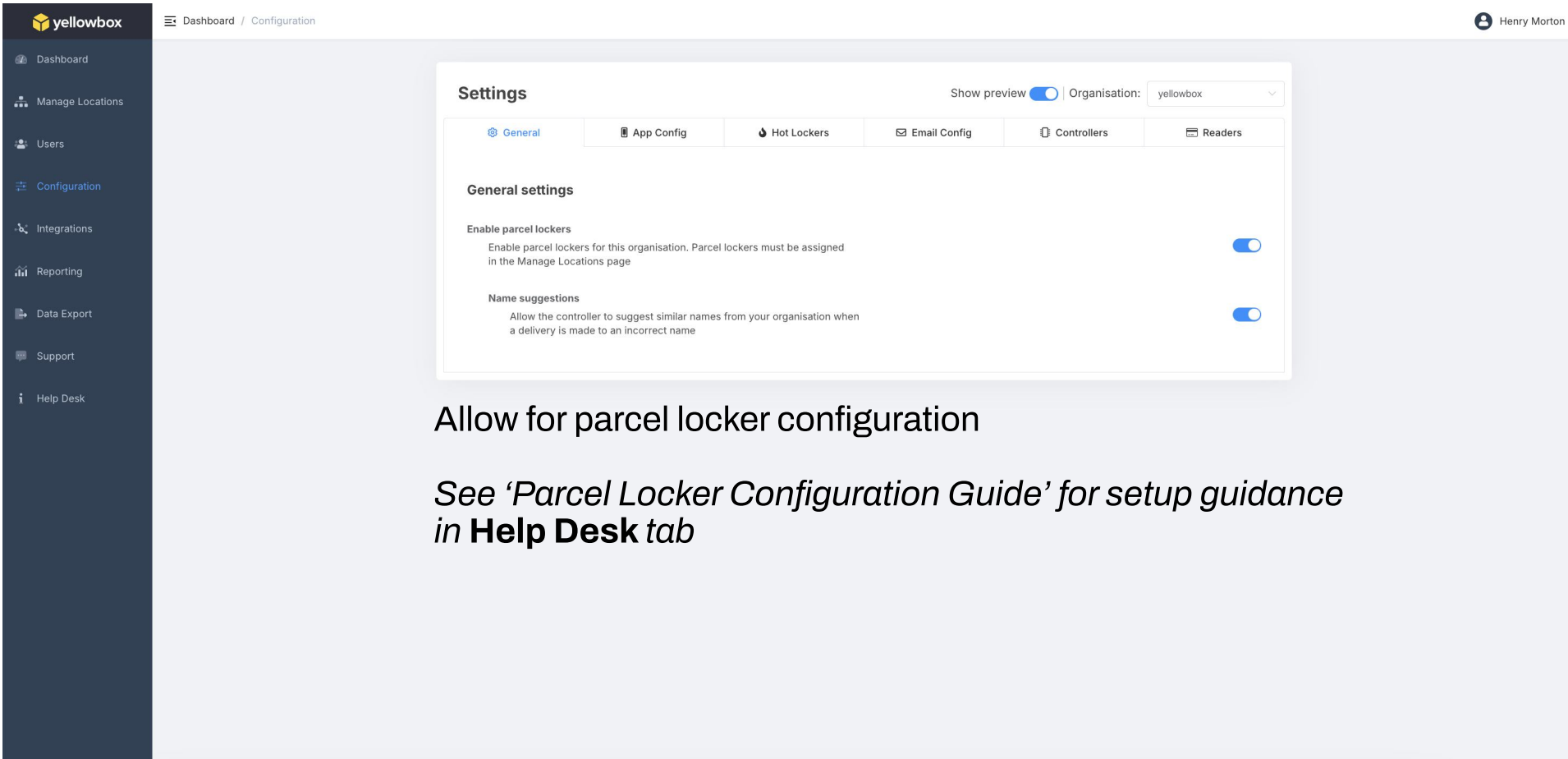
April Lopez	alopez@yellowbox.app	20/08/22 01:12 pm	User		
Matthew Cameron	mcameron@yellowbox.app	20/08/22 12:58 pm	User		
Austin May	amay@yellowbox.app	20/08/22 12:58 pm	User		
Benjamin Hill	bhill@yellowbox.app	20/08/22 12:58 pm	User		
Brian Bates	bbates@yellowbox.app	20/08/22 12:58 pm	User		
Bridget Murray	bmurray@yellowbox.app	20/08/22 12:58 pm	User		
Bruce Moses	bmoses@yellowbox.app	20/08/22 12:58 pm	User		
Christopher Perry	cperry@yellowbox.app	20/08/22 12:58 pm	User		

The card will appear against the user

<https://dashboard.yellowbox.app/>

 36

Configuration - General



yellowbox

Dashboard / Configuration

Henry Morton

Settings

Show preview ☒ Organisation: yellowbox

General App Config Hot Lockers Email Config Controllers Readers

General settings

Enable parcel lockers
Enable parcel lockers for this organisation. Parcel lockers must be assigned in the Manage Locations page ☒

Name suggestions
Allow the controller to suggest similar names from your organisation when a delivery is made to an incorrect name ☒

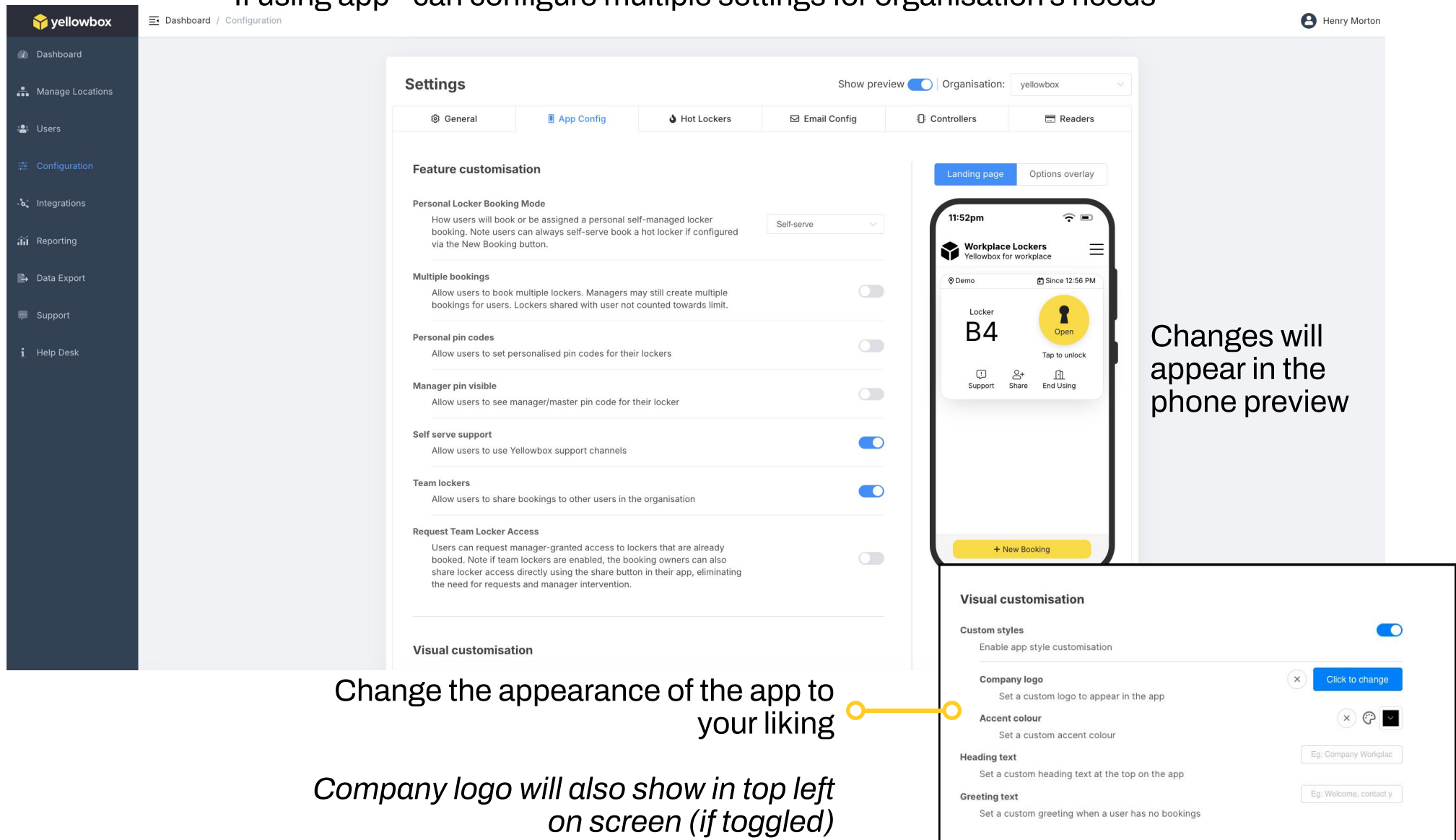
Allow for parcel locker configuration

*See 'Parcel Locker Configuration Guide' for setup guidance in **Help Desk** tab*

Configuration - App Config

Feature and visual customisation

If using app - can configure multiple settings for organisation's needs



Settings Show preview ☒ Organisation: yellowbox

Feature customisation

Personal Locker Booking Mode
How users will book or be assigned a personal self-managed locker booking. Note users can always self-serve book a hot locker if configured via the New Booking button. Self-serve

Multiple bookings
Allow users to book multiple lockers. Managers may still create multiple bookings for users. Lockers shared with user not counted towards limit. ☐

Personal pin codes
Allow users to set personalised pin codes for their lockers ☐

Manager pin visible
Allow users to see manager/master pin code for their locker ☐

Self serve support
Allow users to use Yellowbox support channels ☒

Team lockers
Allow users to share bookings to other users in the organisation ☒

Request Team Locker Access
Users can request manager-granted access to lockers that are already booked. Note if team lockers are enabled, the booking owners can also share locker access directly using the share button in their app, eliminating the need for requests and manager intervention. ☐

Visual customisation

Custom styles ☒
Enable app style customisation

Company logo ☒ [Click to change](#)
Set a custom logo to appear in the app

Accent colour ☒ ☒
Set a custom accent colour

Heading text
Set a custom heading text at the top on the app

Greeting text
Set a custom greeting when a user has no bookings

Changes will appear in the phone preview

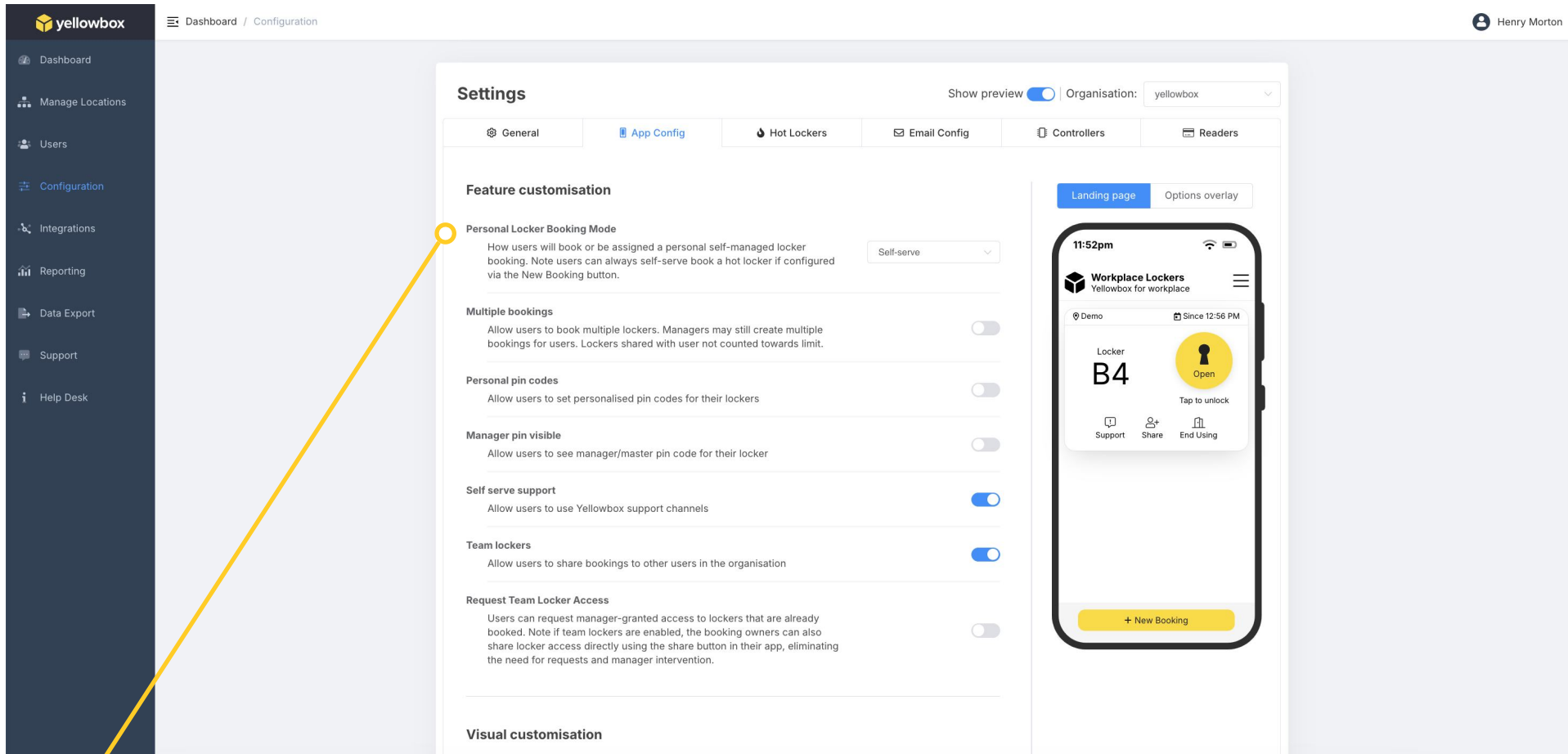
Change the appearance of the app to your liking

Company logo will also show in top left on screen (if toggled)

<https://dashboard.yellowbox.app/>

Configuration - App Config

Booking Mode



The screenshot shows the Yellowbox dashboard with the 'Configuration' menu item selected in the sidebar. The 'App Config' tab is active, displaying the 'Feature customisation' settings. A yellow line points from the 'Configuration' menu item to the 'App Config' tab. The 'App Config' tab is active, showing the 'Feature customisation' settings. A preview of the mobile app is shown on the right.

Settings Show preview ☒ Organisation: yellowbox

App Config General Hot Lockers Email Config Controllers Readers

Feature customisation

Personal Locker Booking Mode
How users will book or be assigned a personal self-managed locker booking. Note users can always self-serve book a hot locker if configured via the New Booking button. Self-serve

Multiple bookings
Allow users to book multiple lockers. Managers may still create multiple bookings for users. Lockers shared with user not counted towards limit. ☐

Personal pin codes
Allow users to set personalised pin codes for their lockers ☐

Manager pin visible
Allow users to see manager/master pin code for their locker ☐

Self serve support
Allow users to use Yellowbox support channels ☒

Team lockers
Allow users to share bookings to other users in the organisation ☒

Request Team Locker Access
Users can request manager-granted access to lockers that are already booked. Note if team lockers are enabled, the booking owners can also share locker access directly using the share button in their app, eliminating the need for requests and manager intervention. ☐

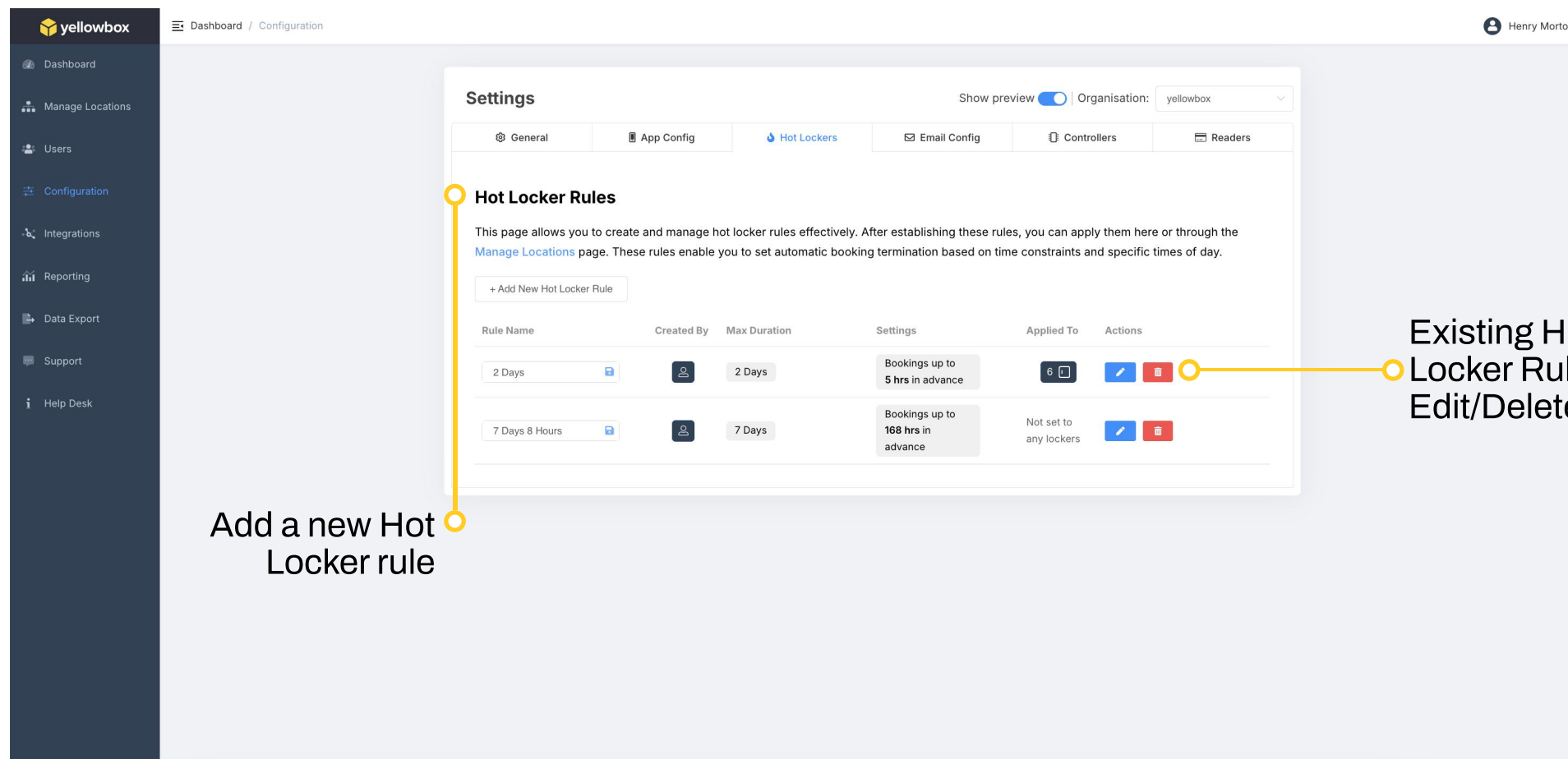
Visual customisation

Mobile App Preview: Landing page Options overlay
11:52pm
Workplace Lockers
Yellowbox for workplace
Demo Since 12:56 PM
Locker B4
Open
Tap to unlock
Support Share End Using
+ New Booking

Select between:

- Self-serve (*users book/cancel bookings*)
- Request (*admin accept/decline requests on Page 19 - users can cancel bookings*)
- Assignment Only (*admin allocate and end bookings - users cannot book/cancel bookings*)

Configuration - Hot Lockers



Settings Show preview ☒ Organisation: yellowbox

Hot Locker Rules

This page allows you to create and manage hot locker rules effectively. After establishing these rules, you can apply them here or through the [Manage Locations](#) page. These rules enable you to set automatic booking termination based on time constraints and specific times of day.

+ Add New Hot Locker Rule

Rule Name	Created By	Max Duration	Settings	Applied To	Actions
2 Days	[User Icon]	2 Days	Bookings up to 5 hrs in advance	6 [Icon]	[Edit] [Delete]
7 Days 8 Hours	[User Icon]	7 Days	Bookings up to 168 hrs in advance	Not set to any lockers	[Edit] [Delete]

Add a new Hot Locker rule

Existing Hot Locker Rules. Edit/Delete

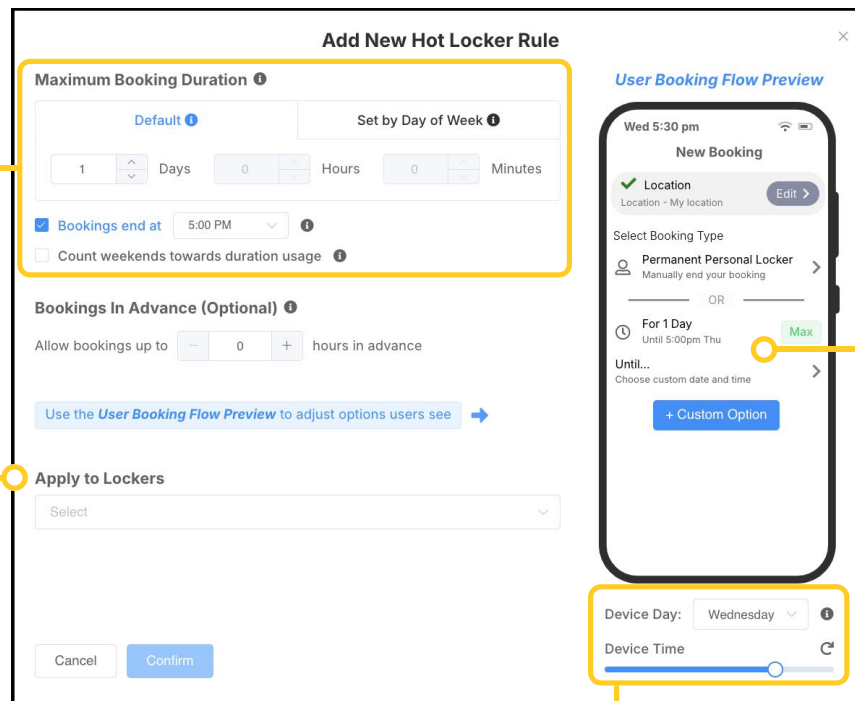
Configuration - Hot Lockers

Regular Hot Locker Rule

This default configuration is for duration-based bookings e.g. 1 Day

Configure the Hot Locker rule

Apply the Hot Locker rule
(Can also be done in 'Manage Locations')



Add subsets of booking durations for the user to choose from

Hot Locker Rule Simulator

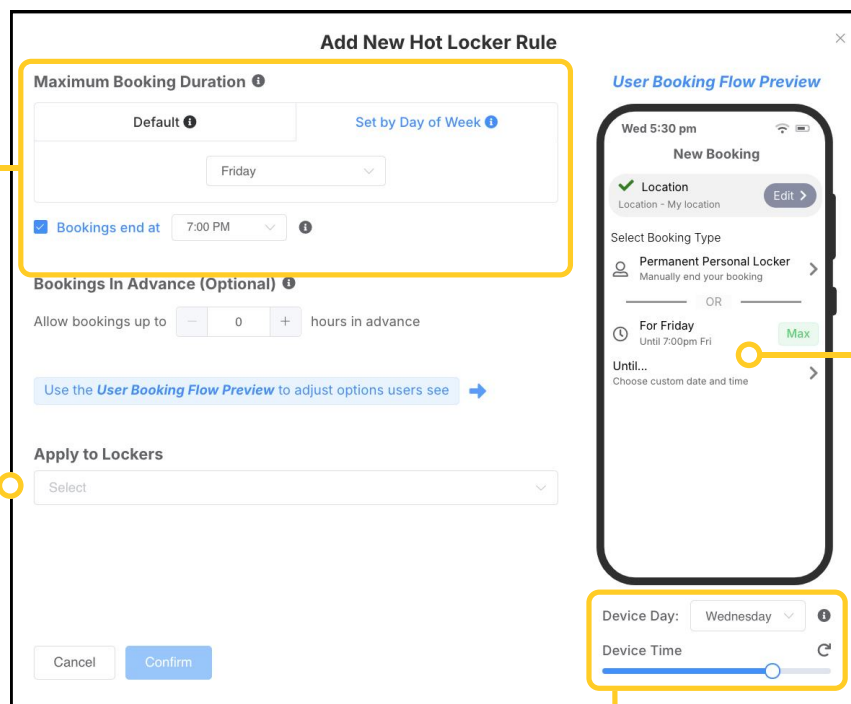
Configuration - Hot Lockers

End Day/Time Hot Locker Rule

This configuration is for day/time based bookings e.g. bookings end Friday 7pm

Select day and booking end time

Apply the Hot Locker rule
(Can also be done in 'Manage Locations')

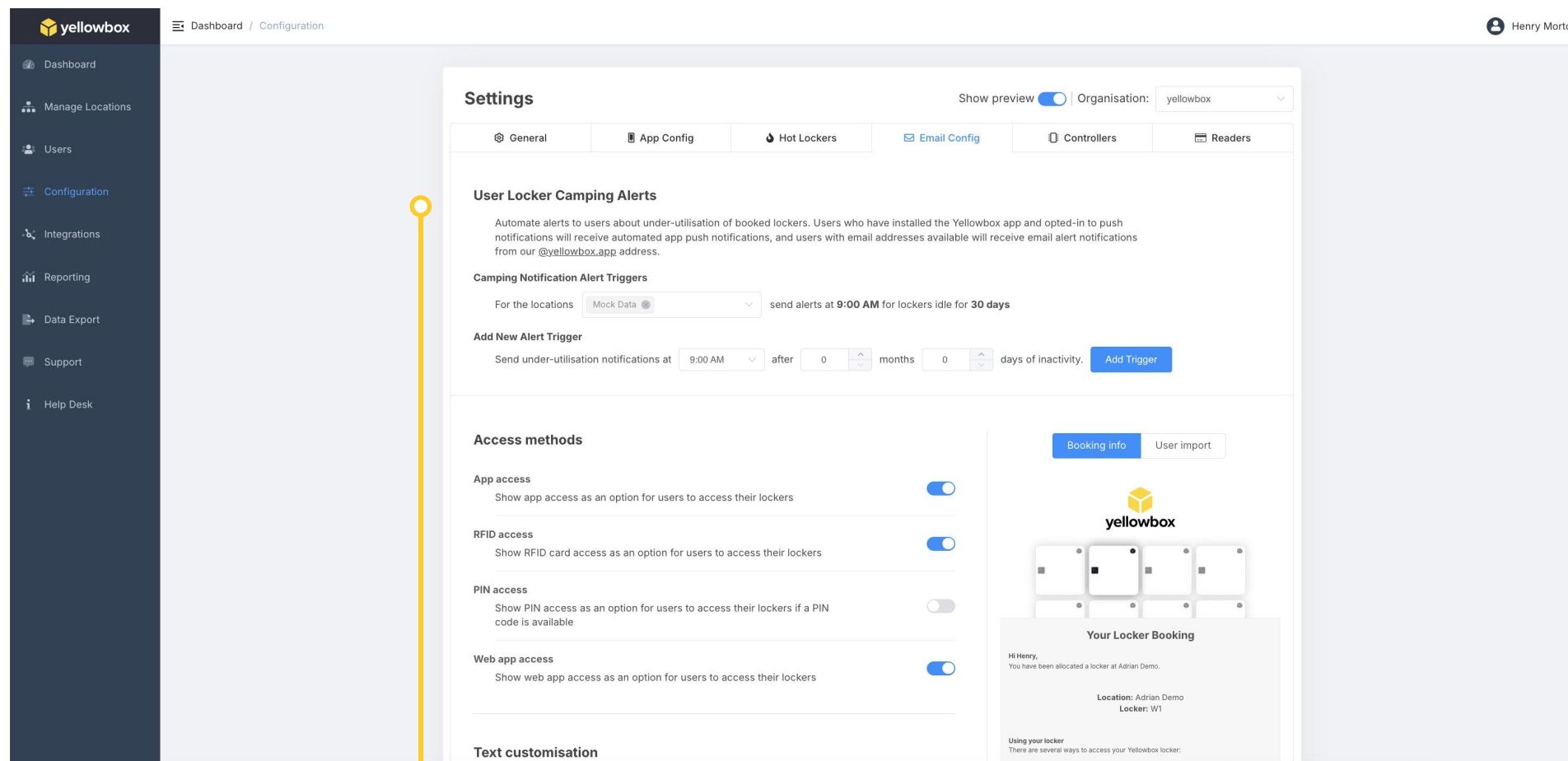


Add subsets of booking durations for the user to choose from

Hot Locker
Rule Simulator

Configuration - Email Config

User Locker Camping Alerts



Settings Show preview ☒ Organisation: yellowbox

General **App Config** **Hot Lockers** **Email Config** **Controllers** **Readers**

User Locker Camping Alerts

Automate alerts to users about under-utilisation of booked lockers. Users who have installed the Yellowbox app and opted-in to push notifications will receive automated app push notifications, and users with email addresses available will receive email alert notifications from our @yellowbox.app address.

Camping Notification Alert Triggers

For the locations send alerts at **9:00 AM** for lockers idle for **30 days**

Add New Alert Trigger

Send under-utilisation notifications at after months days of inactivity. Add Trigger

Access methods

App access ☒ Show app access as an option for users to access their lockers

RFID access ☒ Show RFID card access as an option for users to access their lockers

PIN access ☐ Show PIN access as an option for users to access their lockers if a PIN code is available

Web app access ☒ Show web app access as an option for users to access their lockers

Text customisation

Booking info **User import**

yellowbox

Your Locker Booking

Hi Henry,
You have been allocated a locker at Adrian Demo.

**Location: Adrian Demo
Locker: W1**

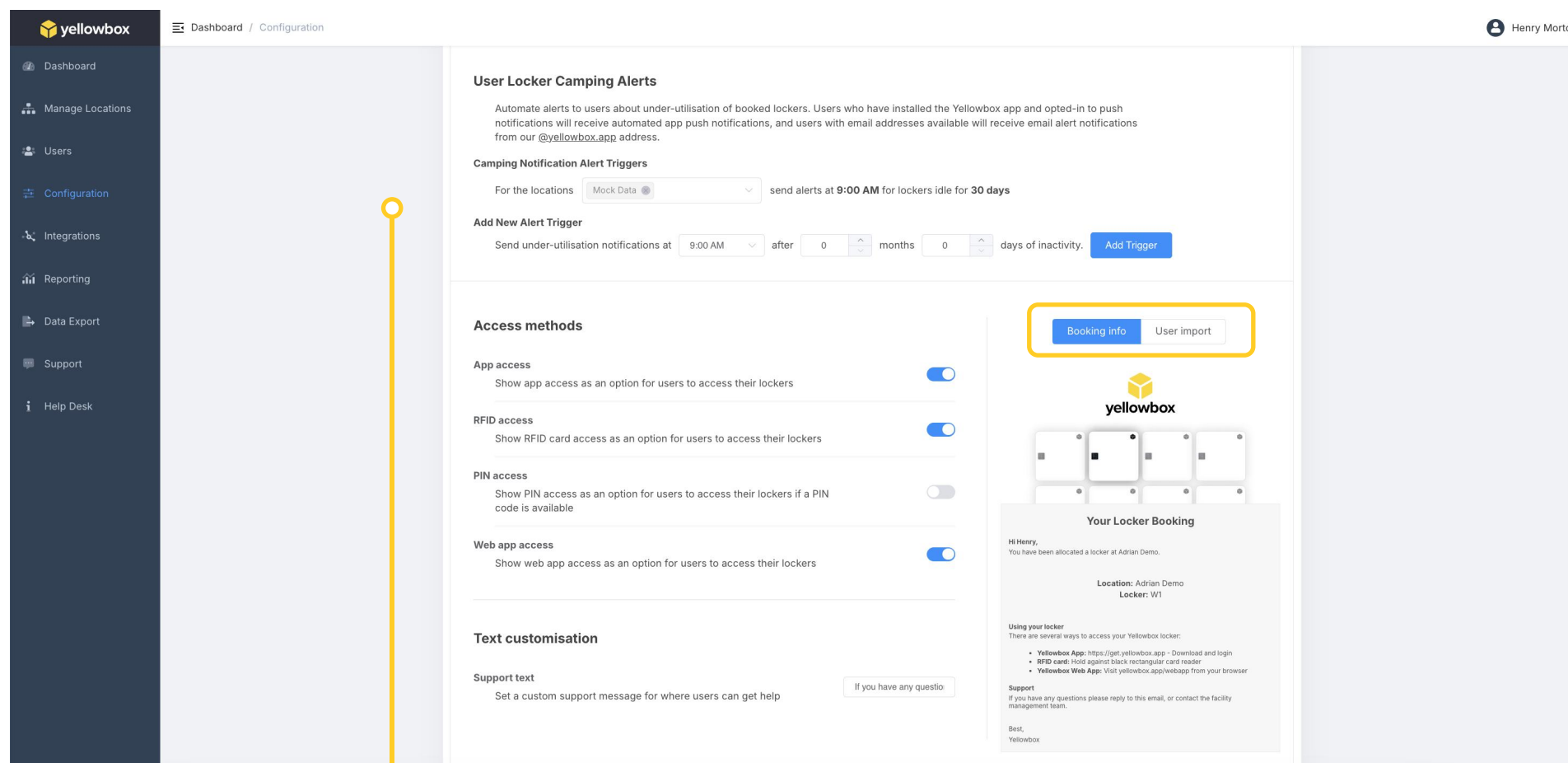
Using your locker
There are several ways to access your Yellowbox locker:

Allows configuration of camping emails:

- Add new trigger alert
- Select the location of those camping alerts

Configuration - Email Config

Access methods



User Locker Camping Alerts

Automate alerts to users about under-utilisation of booked lockers. Users who have installed the Yellowbox app and opted-in to push notifications will receive automated app push notifications, and users with email addresses available will receive email alert notifications from our @yellowbox.app address.

Camping Notification Alert Triggers

For the locations Mock Data send alerts at **9:00 AM** for lockers idle for **30 days**

Add New Alert Trigger

Send under-utilisation notifications at 9:00 AM after 0 months 0 days of inactivity. Add Trigger

Access methods

App access
Show app access as an option for users to access their lockers On

RFID access
Show RFID card access as an option for users to access their lockers On

PIN access
Show PIN access as an option for users to access their lockers if a PIN code is available Off

Web app access
Show web app access as an option for users to access their lockers On

Text customisation

Support text
Set a custom support message for where users can get help If you have any question

Booking info **User import**

yellowbox

Your Locker Booking

Hi Henry,
You have been allocated a locker at Adrian Demo.

Location: Adrian Demo
Locker: W1

Using your locker
There are several ways to access your Yellowbox locker:

- Yellowbox App:** <https://get.yellowbox.app> - Download and login
- RFID card:** Hold against black rectangular card reader
- Yellowbox Web App:** Visit yellowbox.app/webapp from your browser

Support
If you have any questions please reply to this email, or contact the facility management team.

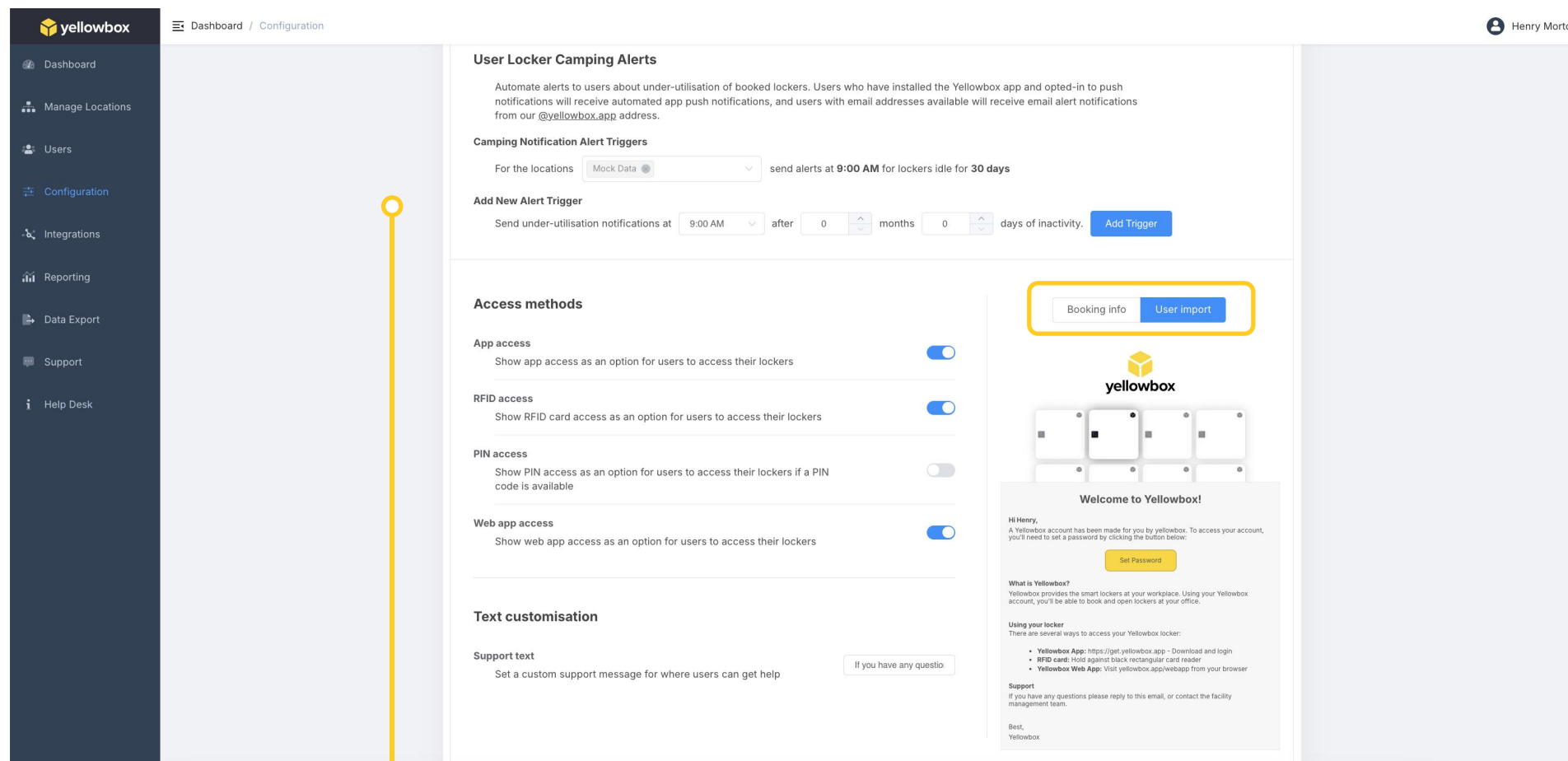
Best,
Yellowbox

Allows configuration of access methods within 'Booking info':

- *this email is triggered manually from the **User** tab, under a users Active Booking (Page 34)*

Configuration - Email Config

Access methods



User Locker Camping Alerts

Automate alerts to users about under-utilisation of booked lockers. Users who have installed the Yellowbox app and opted-in to push notifications will receive automated app push notifications, and users with email addresses available will receive email alert notifications from our @yellowbox.app address.

Camping Notification Alert Triggers

For the locations Mock Data send alerts at 9:00 AM for lockers idle for 30 days

Add New Alert Trigger

Send under-utilisation notifications at 9:00 AM after 0 months 0 days of inactivity. Add Trigger

Access methods

App access
Show app access as an option for users to access their lockers On

RFID access
Show RFID card access as an option for users to access their lockers On

PIN access
Show PIN access as an option for users to access their lockers if a PIN code is available Off

Web app access
Show web app access as an option for users to access their lockers On

Text customisation

Support text
Set a custom support message for where users can get help If you have any question

Welcome to Yellowbox!

Hi Henry,

A Yellowbox account has been made for you by yellowbox. To access your account, you'll need to set a password by clicking the button below:

Set Password

What is Yellowbox?
Yellowbox provides the smart lockers at your workplace. Using your Yellowbox account, you'll be able to book and open lockers at your office.

Using your locker
There are several ways to access your Yellowbox locker:

- Yellowbox App:** <https://get.yellowbox.app> - Download and login
- RFID card:** Hold against black rectangular card reader
- Yellowbox Web App:** Visit yellowbox.app/webapp from your browser

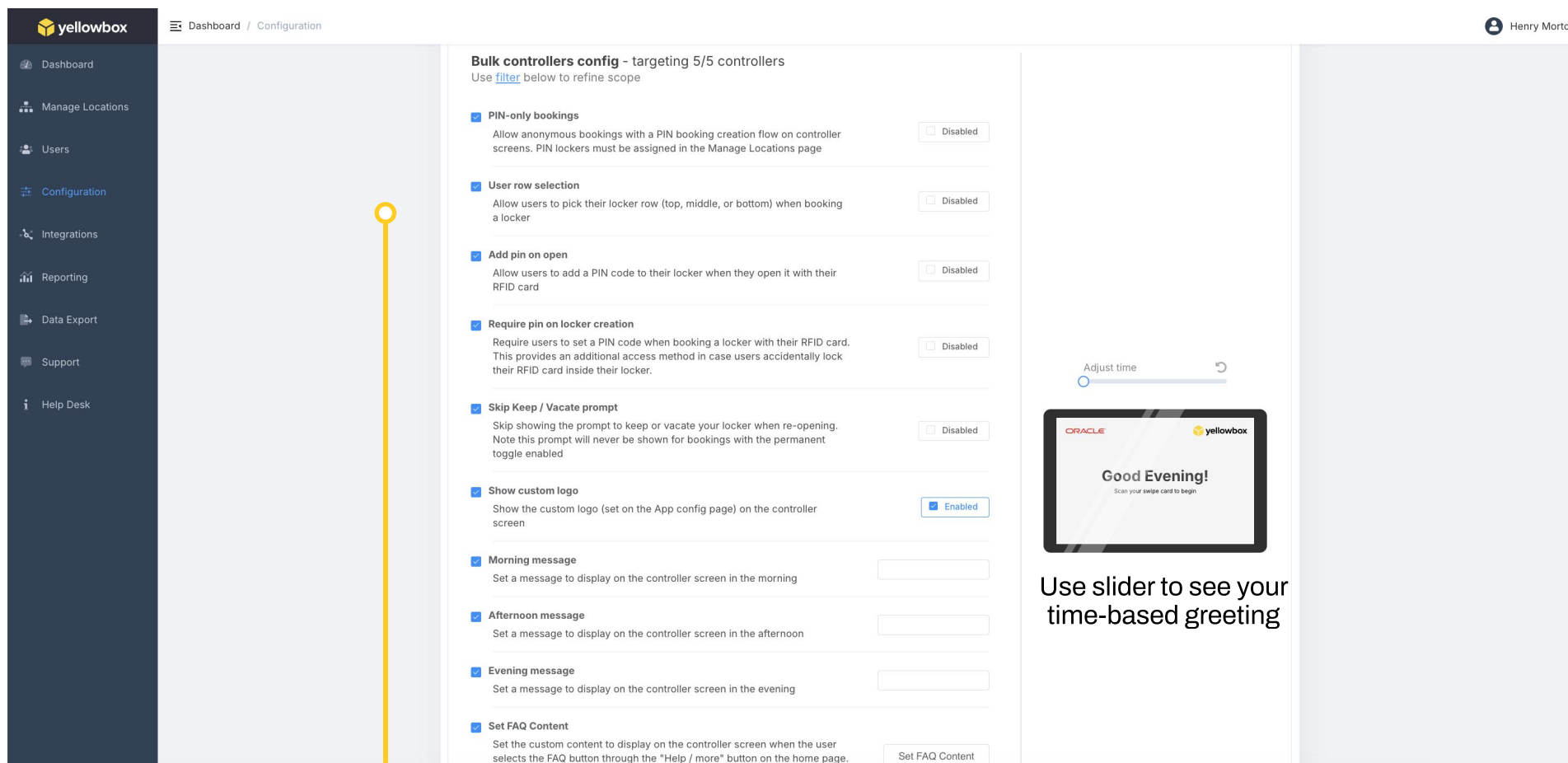
Support
If you have any questions please reply to this email, or contact the facility management team.

Best,
Yellowbox

- Allows configuration of access methods within 'User imports':
 - this email is triggered manually from the **User** tab, under importing users (Page 29)

Configuration - Controllers

Ability to configure the touch screen(s) with options based on organisation's needs



Bulk controllers config - targeting 5/5 controllers
Use [filter](#) below to refine scope

- ☒ **PIN-only bookings**
Allow anonymous bookings with a PIN booking creation flow on controller screens. PIN lockers must be assigned in the Manage Locations page ☐ Disabled
- ☒ **User row selection**
Allow users to pick their locker row (top, middle, or bottom) when booking a locker ☐ Disabled
- ☒ **Add pin on open**
Allow users to add a PIN code to their locker when they open it with their RFID card ☐ Disabled
- ☒ **Require pin on locker creation**
Require users to set a PIN code when booking a locker with their RFID card. This provides an additional access method in case users accidentally lock their RFID card inside their locker. ☐ Disabled
- ☒ **Skip Keep / Vacate prompt**
Skip showing the prompt to keep or vacate your locker when re-opening. Note this prompt will never be shown for bookings with the permanent toggle enabled ☐ Disabled
- ☒ **Show custom logo**
Show the custom logo (set on the App config page) on the controller screen ☒ Enabled
- ☒ **Morning message**
Set a message to display on the controller screen in the morning
- ☒ **Afternoon message**
Set a message to display on the controller screen in the afternoon
- ☒ **Evening message**
Set a message to display on the controller screen in the evening
- ☒ **Set FAQ Content**
Set the custom content to display on the controller screen when the user selects the FAQ button through the "Help / more" button on the home page.

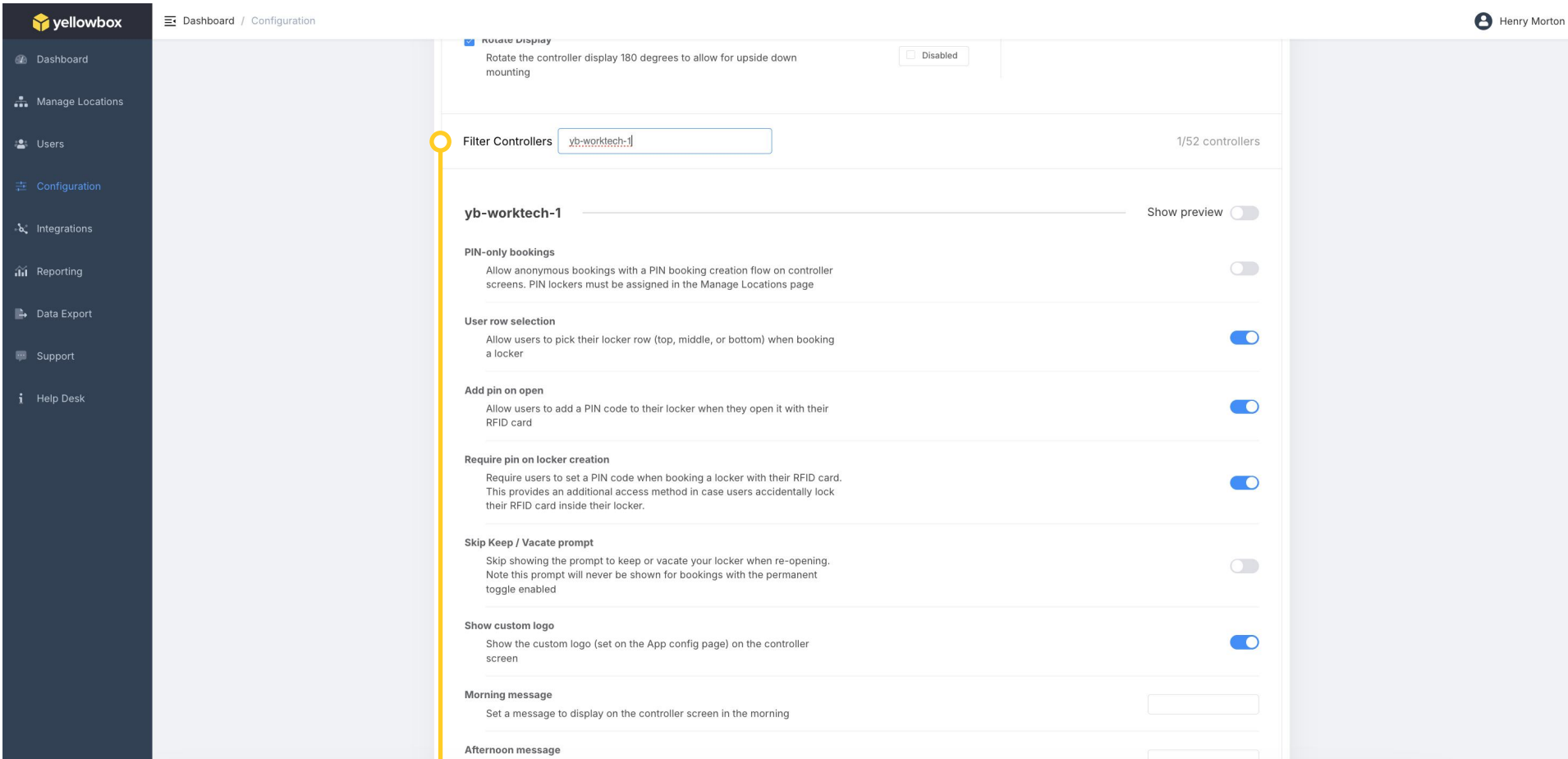
Adjust time

Good Evening!
Scan your swipe card to begin

Option to bulk configure touch screens (where multiple are deployed)

Configuration - Controllers

Screen Filtering



yellowbox

Dashboard / Configuration

Henry Morton

rotate display

Rotate the controller display 180 degrees to allow for upside down mounting

Disabled

Filter Controllers 1/52 controllers

yb-worktech-1 Show preview

PIN-only bookings

Allow anonymous bookings with a PIN booking creation flow on controller screens. PIN lockers must be assigned in the Manage Locations page

User row selection

Allow users to pick their locker row (top, middle, or bottom) when booking a locker

Add pin on open

Allow users to add a PIN code to their locker when they open it with their RFID card

Require pin on locker creation

Require users to set a PIN code when booking a locker with their RFID card. This provides an additional access method in case users accidentally lock their RFID card inside their locker.

Skip Keep / Vacate prompt

Skip showing the prompt to keep or vacate your locker when re-opening. Note this prompt will never be shown for bookings with the permanent toggle enabled

Show custom logo

Show the custom logo (set on the App config page) on the controller screen

Morning message

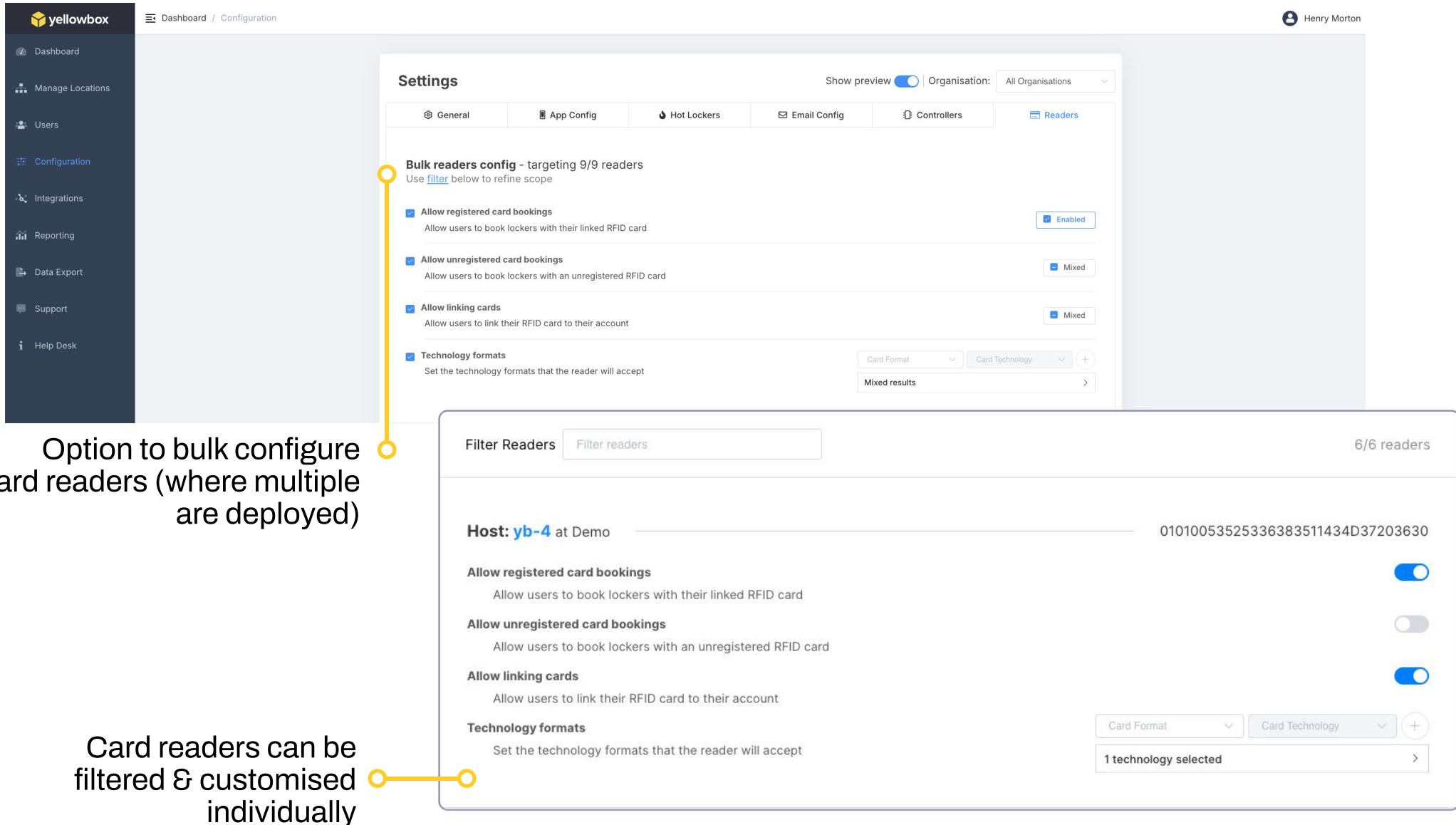
Set a message to display on the controller screen in the morning

Afternoon message

Option to bulk configure touch screens (where multiple are deployed)

Configuration - Readers (Cards)

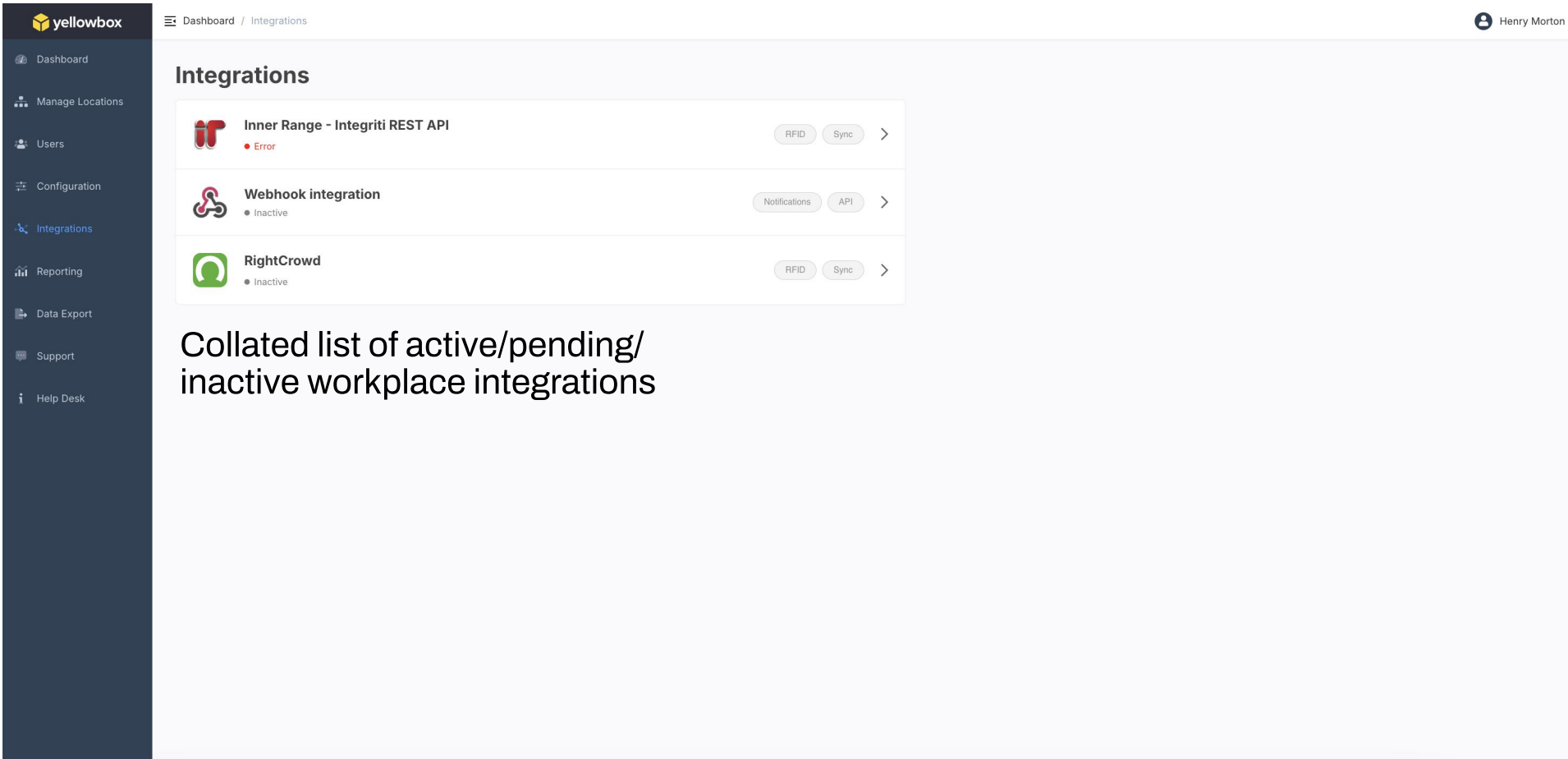
Ability to configure the card reader with options based on organisation's needs



Option to bulk configure card readers (where multiple are deployed)

Card readers can be filtered & customised individually

Integrations



The screenshot shows the Yellowbox dashboard with a sidebar on the left containing navigation links: Dashboard, Manage Locations, Users, Configuration, Integrations (highlighted), Reporting, Data Export, Support, and Help Desk. The main content area is titled 'Integrations' and lists three integrations:

Integration Name	Status	RFID	Sync	API	Notifications
Inner Range - Integriti REST API	Error	RFID	Sync		
Webhook integration	Inactive			API	Notifications
RightCrowd	Inactive	RFID	Sync		

Collated list of active/pending/inactive workplace integrations

Reporting



- Dashboard
- Manage Locations
- Users
- Configuration
- Integrations
- Reporting
- Data Export
- Support
- Help Desk

Dashboard / Reporting
Henry Morton

Toggle locations and date ranges to populate graphs below

Reporting configuration

Report type ⓘ

Bookings Unlocks

Locations ⓘ

Adrian Demo
AusPost Demo Unit
Demo
Demo Bank 1
Mock Data
Yellowbox Den Haag
Yellowbox Den Haag Demo 2
Yellowbox Hilmer
Yellowbox London
Yellowbox Sydney

Date range ⓘ

2024-06-30
-
2024-07-31

Selected: a month, starting Sun 30 Jun

Export

Use the export page to download raw booking data in CSV or XLS format.

Daily Usage Report

Shows total number of bookings per day



Bookings by day of week

Bookings by hour of day

Bookings by type

Daily users by booking

Booking Export

Configure, export settings, types & ranges



- Dashboard
- Manage Locations
- Users
- Configuration
- Integrations
- Reporting
- Data Export
- Support
- Help Desk

Dashboard / Data Export

Henry Morton

Past Bookings Export

Unlock History Export

Bookings/Unlock History options

Export Fields:

id

locker

location

duration

duration_hours

free_seconds_allocated

chargeable_hours

charge_total_cents

start_time

end_time

ended_by

userid

User Fields:

User ID Fields

Filename:

yellowbox-bookings-24-07-2024-to-31-07-2024

File type:

xlsx

Date Range:

2024-07-24 00:39:37 - 2024-07-31 00:39:37

Date/time format:

MM-DD-YYYY HH:mm:ss

Export Bookings

Export data (.xlsx)

Example Data (Click export bookings to generate xlsx with data for the selected date range)

id	locker	location	duration	duration_hours	free_seconds_allocated	chargeable_hours	charge_total_cents	start_time	end_time	ended_by	userid
cORF2iMn1r8sLuQHi20y	A8	Mock Data	5 hours	5.44	0	0.00	0	07-30-2024 17:58:17	07-30-2024 23:24:31	User	mu2
BINsFw9ngzLNZaQHyKVR	#1	Yellowbox Sydney	an hour	1.07	0	1.07	0	07-30-2024 21:43:30	07-30-2024 22:48:02	User	zhxHCunCVIRL4q8WCqCWy0c1O513
IWWkZis3trNJ8JhMkArY	A23	Yellowbox Den Haag	7 hours	6.55	0	0.00	0	07-30-2024 16:08:34	07-30-2024 22:41:32	User	mu5
XMI6mEAc7kJTIWqr0ZB4	A15	Yellowbox Den Haag	6 hours	5.82	0	0.00	0	07-30-2024 15:41:33	07-30-2024 21:30:43	User	mu3
ZHlcwGWaJvveWgdMa3mK	A10	Yellowbox Den Haag	5 hours	4.98	0	0.00	0	07-30-2024 16:15:23	07-30-2024 21:14:00	User	mu0
LDiwZnRas2mmKgFDCRan	#3	Yellowbox Hilmer	an hour	1.45	0	0.00	0	07-30-2024 16:58:46	07-30-2024 18:25:47	User	mu0
ZG8HxE5c7fIk9KH0wCrB	#9	Yellowbox Hilmer	7 hours	6.64	0	0.00	0	07-30-2024 10:48:55	07-30-2024 17:27:05	User	mu2
dweDgxWFnR74lyu	#4	Yellowbox Hilmer	9 hours	9.13	0	0.00	0	07-30-2024	07-30-2024	User	mu4

Sample view of export

Support



- Dashboard
- Manage Locations
- Users
- Configuration
- Integrations
- Reporting
- Data Export
- Support**
- Help Desk

Dashboard / Support

Henry Morton

Create new Ticket

Enter a description of the issue you would like to create a ticket about. Once a ticket is created you will be able to communicate with yellowbox to resolve the issue.

Please include location, locker number and what you have tried to resolve the issue if the problem relates to a single locker.

Submit

Open Tickets

Date	Title	Status
30/07/24 10:44 AM	Hey I need help with a locker	In progress
22/07/24 13:16 PM	Hello I need help!	In progress
26/06/24 14:46 PM	Hello I need help	In progress
25/06/24 15:53 PM	Hello, I need help with my locker	In progress

Create a new support ticket by starting a conversation with Yellowbox here

A log of all present and past support tickets will appear here - click into a specific ticket to see the chat logs and history

Ticket Details

Description: Test ticket - Can you help?

Ticket Created: 18/07/2023 04:29 PM (5 minutes ago)

Conversation

Hi Henry

18/07/2023 04:31 PM

How can I help?

18/07/2023 04:31 PM

I need help with XYZ

18/07/2023 04:33 PM

Fantastic - I can definitely help you with that. Can you provide more detail?

18/07/2023 04:33 PM

Support Contact

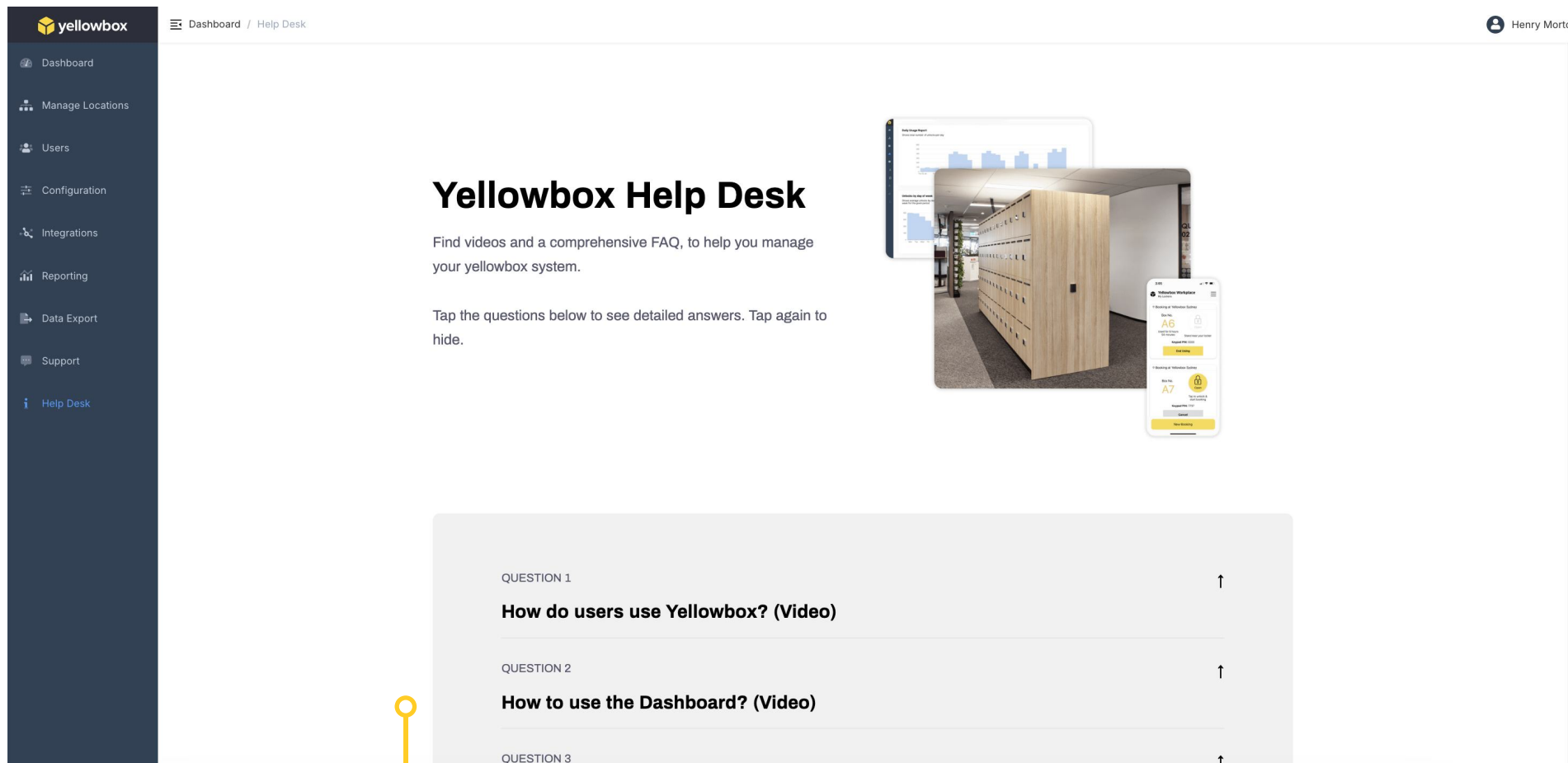


Adrian
New South Wales
+61 426 292 533

Chat function and history of past discussion with Yellowbox

Help Desk

The Yellowbox help desk is an interactive FAQ with common questions, tutorials and guides



The screenshot shows the Yellowbox Help Desk interface. On the left is a dark sidebar with the Yellowbox logo and a menu: Dashboard, Manage Locations, Users, Configuration, Integrations, Reporting, Data Export, Support, and Help Desk (highlighted). The main content area has a header with 'Dashboard / Help Desk' and a user profile 'Henry Morton'. The title 'Yellowbox Help Desk' is followed by the text: 'Find videos and a comprehensive FAQ, to help you manage your yellowbox system.' Below this is a note: 'Tap the questions below to see detailed answers. Tap again to hide.' To the right is an image of a wooden locker unit with a tablet and a smartphone displaying the app. Below the text is a list of three questions, each with an upward arrow to its right. A yellow line with a circle at the end points from the bottom text to the first question.

Yellowbox Help Desk

Find videos and a comprehensive FAQ, to help you manage your yellowbox system.

Tap the questions below to see detailed answers. Tap again to hide.

QUESTION 1 ↑

How do users use Yellowbox? (Video)

QUESTION 2 ↑

How to use the Dashboard? (Video)

QUESTION 3 ↑

Click to expand to find guides and videos for Yellowbox items