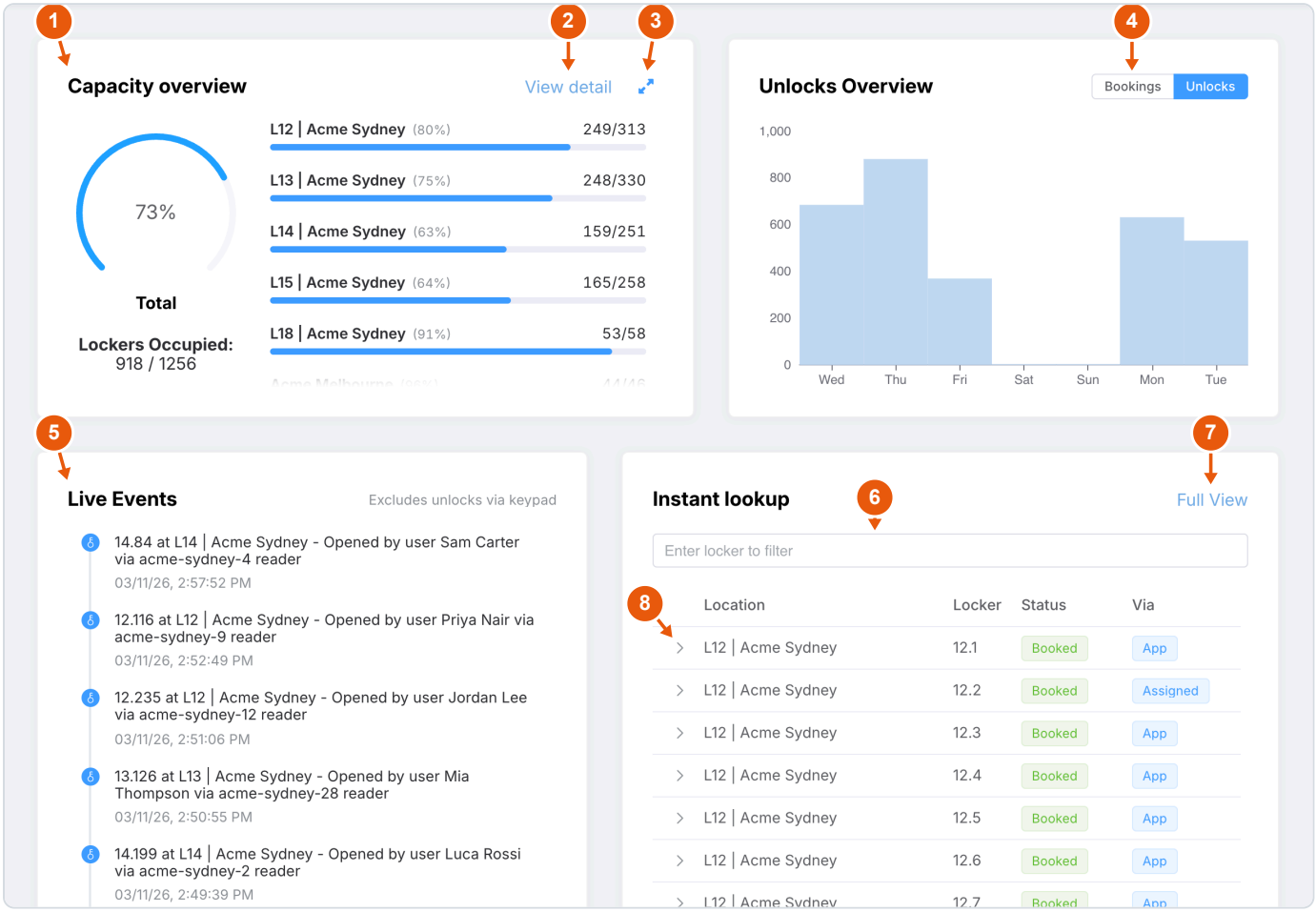
Dashboard: Quick Guide

Yellowbox Partner Dashboard, sidebar > **Dashboard**. The home page: how full your lockers are, what is happening right now, and a quick way to find a locker or make a booking.

The home page at a glance

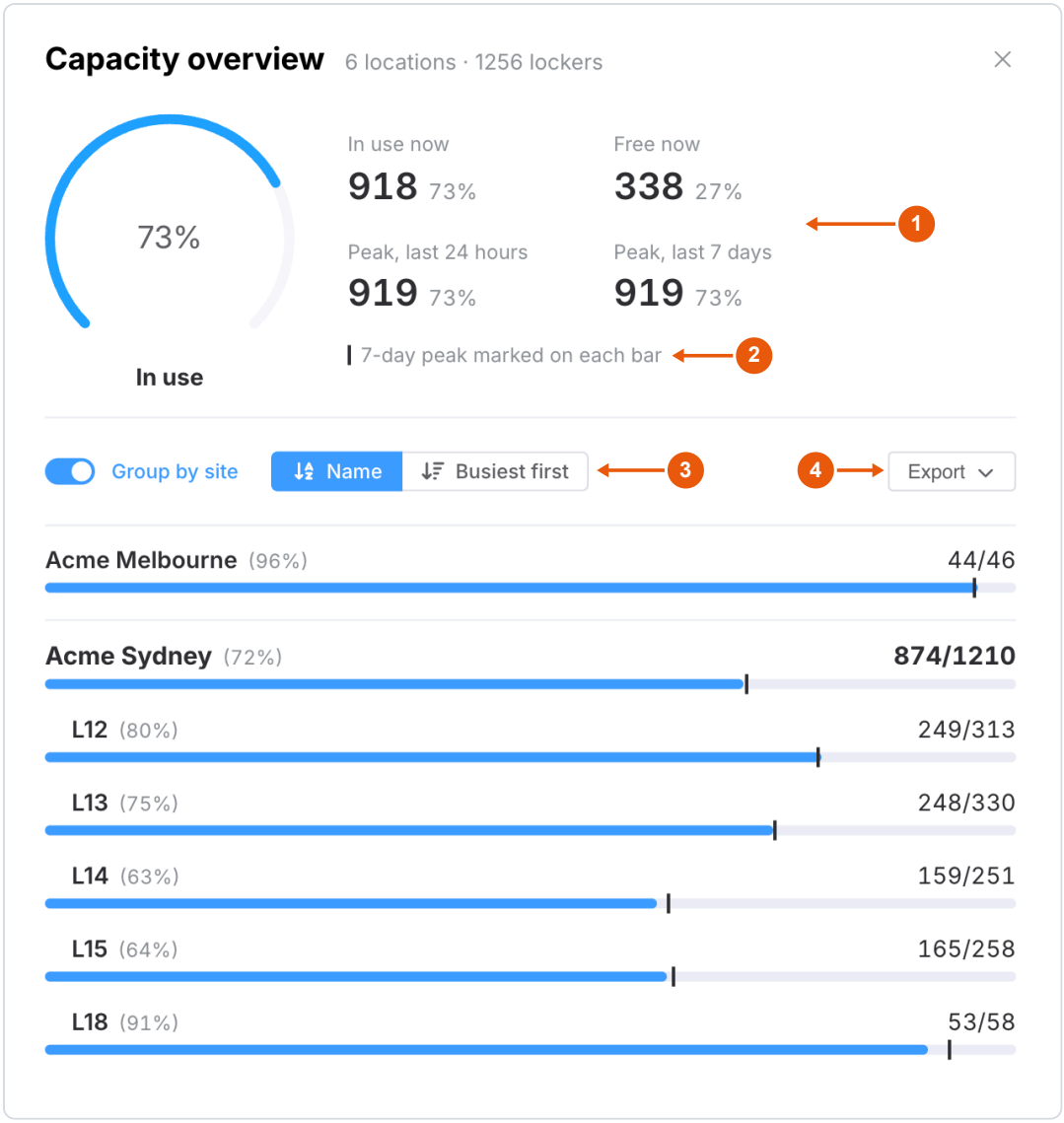


1. **Capacity overview**: how many lockers are in use right now, in total (the dial) and for each location (the bars).
2. **View detail** opens **Manage Locations** to see every locker.
3. **Expand** shows every location at once, with peaks and an export (next page).
4. **Bookings / Unlocks**: switch the chart between new bookings and locker opens per day over the last week.
5. **Live Events**: locker opens as they happen, newest first: which locker, who opened it and how (card reader, app, kiosk or dashboard). Opens with a keypad PIN are not listed.
6. **Instant lookup**: type a locker number to find it straight away.
7. **Full View** opens **Manage Locations**.
8. Click a row to open that locker's controls: open it, see who has it, and change or end the booking. These are covered in the Manage Locations guide.

In Instant lookup, **Status** shows whether the locker is booked, and **Via** shows how: *App* (the person booked it themselves) or *Assigned* (a manager gave it to them).

Capacity overview, expanded

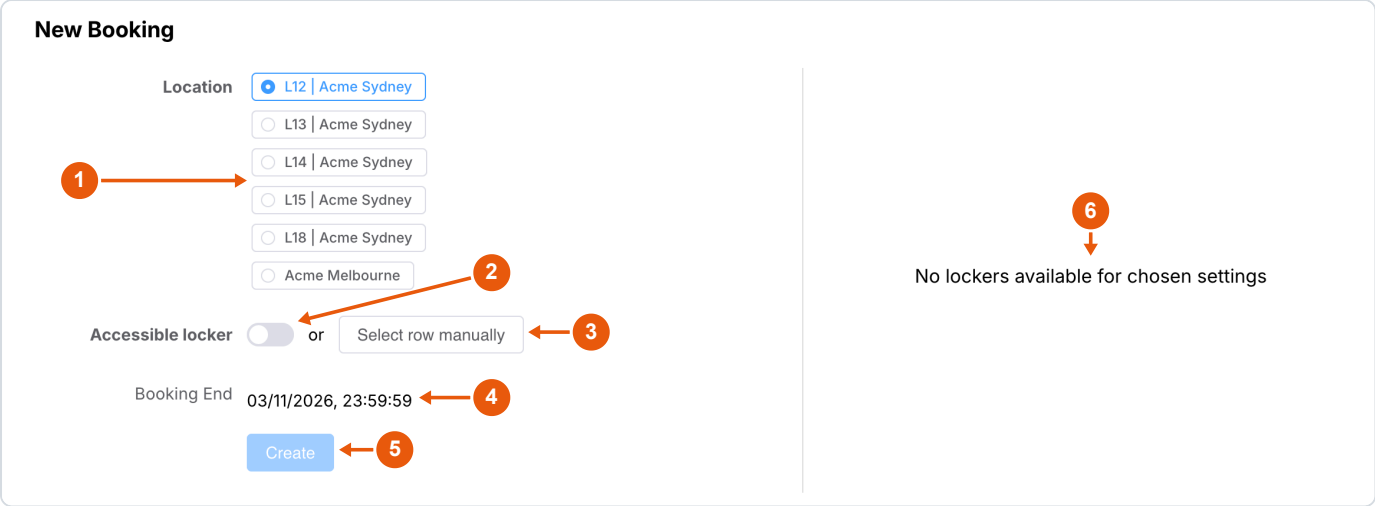
Click the expand arrows on the Capacity overview to see every location in one window.



1. **In use now** and **Free now**, plus the busiest it has been in the last 24 hours and the last 7 days.
2. The small black line on each bar marks that location's busiest point in the last 7 days.
3. **Group by site** puts levels of the same building together. Sort by **Name** or **Busiest first**.
4. **Export**: download as Excel or CSV, or copy or download it as an image to paste into a report or email.

New Booking

At the bottom of the page. Use it to give a visitor or walk-up guest a locker for the rest of the day.



1. **Location**: pick where the locker should be.
2. **Accessible locker**: turn on to get an accessible locker.
3. **Select row manually** opens Manage Locations so you can choose the exact locker.
4. **Booking End**: the booking lasts until the end of today.
5. **Create** books the next free locker.
6. A preview of the receipt appears here before you create it: the locker number, its keypad code and when the booking ends. Print it or read it out to the guest.

This form only books lockers with a keypad (wireless locks). If a location has none free, or only has card-reader lockers, it shows **No lockers available for chosen settings** and the Create button stays grey.

Tips

- **A location is missing?** You only see the locations you manage. Ask your organisation admin to check your scope on the **Manager Access** page.
- **Need help?** Use the **Support** page or contact Yellowbox at contact@yellowbox.app.

Screenshots use sample data.