

SMART PALMS USER MANUAL

1. Registration

1.1 Register on the website smartpalms.vercel.app and provide the necessary information to create an account.

2. Log-In

2.1 Log in with the registered credentials.

2.2 Access the dashboard to view available lockers.

3. Locker Subscription

3.1 Click "Rent a Locker."

3.2 Select an available locker from the list and click "Rent."

3.3 Choose a subscription plan and pay via the GCash QR code provided on the website.

3.4 Upload proof of payment and submit the request for admin approval.

3.5 If approved, the locker becomes available immediately. If rejected, check the reason (e.g., incorrect payment amount or invalid proof of payment).

4. OTP Generation

4.1 Log in to the website when expecting a parcel delivery.

4.2 Access active locker subscriptions.

4.3 Click "Generate OTP" to receive a 6-digit code.

5. Courier Communication

5.1 Share the OTP with the courier via SMS or another preferred method.

5.2 The courier inputs the OTP on the locker station's screen.

5.3 The assigned locker opens, allowing the courier to place the parcel inside and close the locker.

5.4 Note: If the locker door remains open for more than 30 seconds, a buzzer will activate to alert the user. Close the door immediately so the UV-C sanitation process can take place.

5.5 The UV-C sanitation process runs for about 30 seconds before the locker can be reopened.

6. Claiming of Parcel

6.1 Log in to the website and generate an OTP to unlock the locker and retrieve the parcel.

6.2 Alternatively, log in through the kiosk at the locker station.

6.3 Select the locker from active subscriptions and click "Open."

6.4 Retrieve the parcel and close the locker.

7. Overdue Parcel

7.1 If the subscription expires and the parcel remains unclaimed, contact the admin for retrieval.

7.2 Overdue parcels are collected by the admin and must be claimed directly from them.