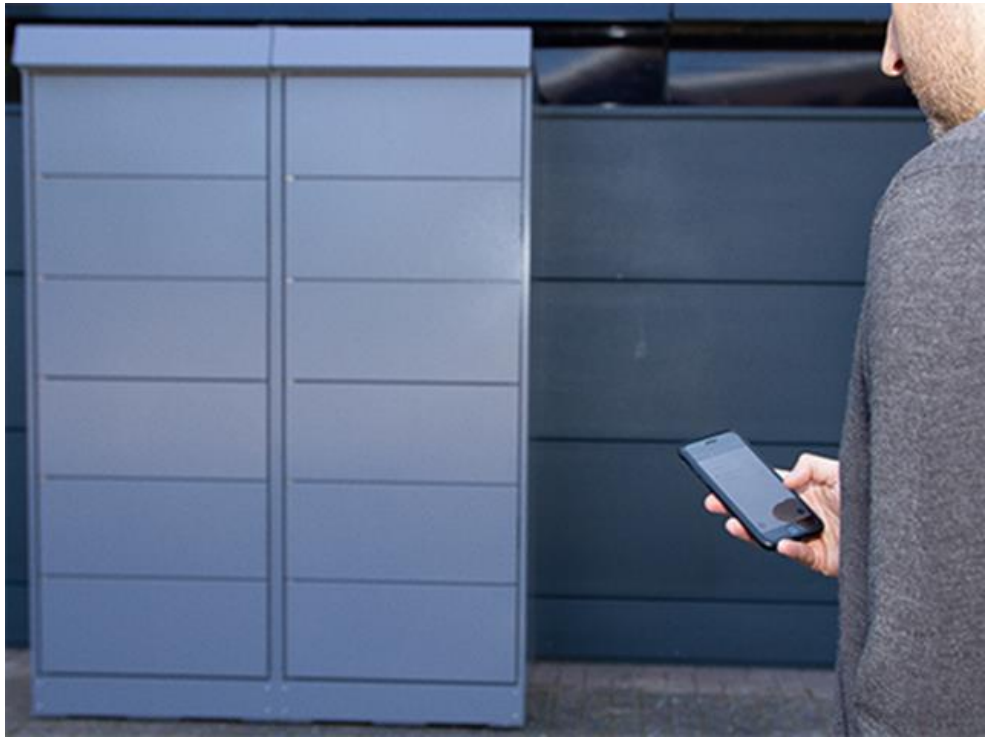
ByBox Thinventory™ Mobile

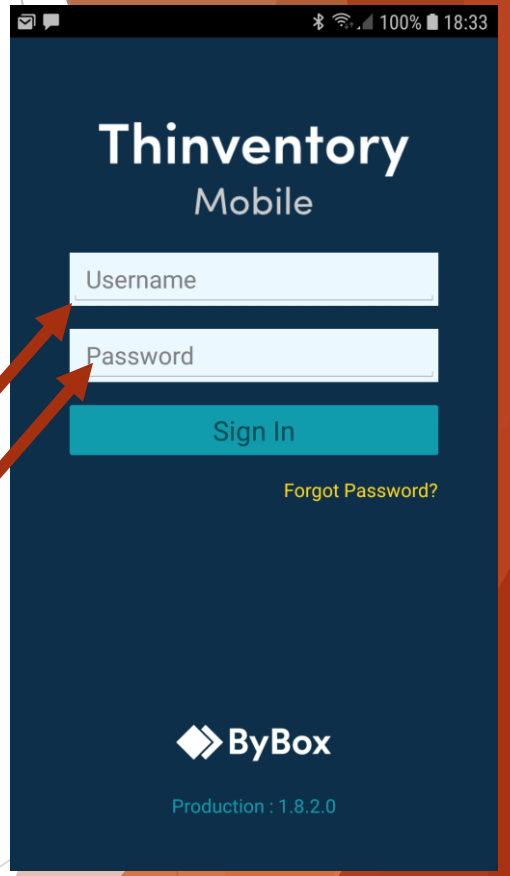


App Locker Benefits

- Accessed via a smart phone app
- Visibility of collections from and returns to ByBox lockers
- Returns can be prepared in advance
- Modular lockers, easy to install and expand
- No centre console – no power or network requirements
- Bluetooth controlled locks on every door

Logging Into The App

- The app will be automatically loaded onto your handheld by E.ON IT
- To open the app, look for the icon below and press it
- In the username field enter the username which you have been provided with
- In the password field enter the password you have also been provided with
- If you cannot remember your username or password, please contact the CEVA FORC team on 0121 619 0310 or via email on forc@cevalogistics.com



The Home Screen

From the home screen, you can:

Check latest delivery information

Look up your delivery location

Open your app locker

Order return labels

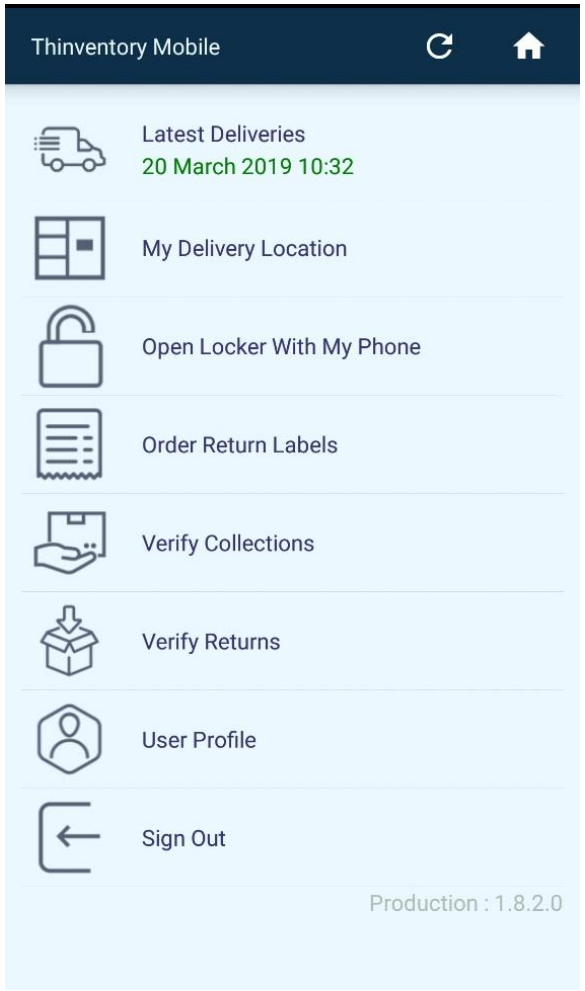
Prepare items for return

Confirm collection of items from the locker

Search for other delivery/return locations

Check user profile

Sign out.

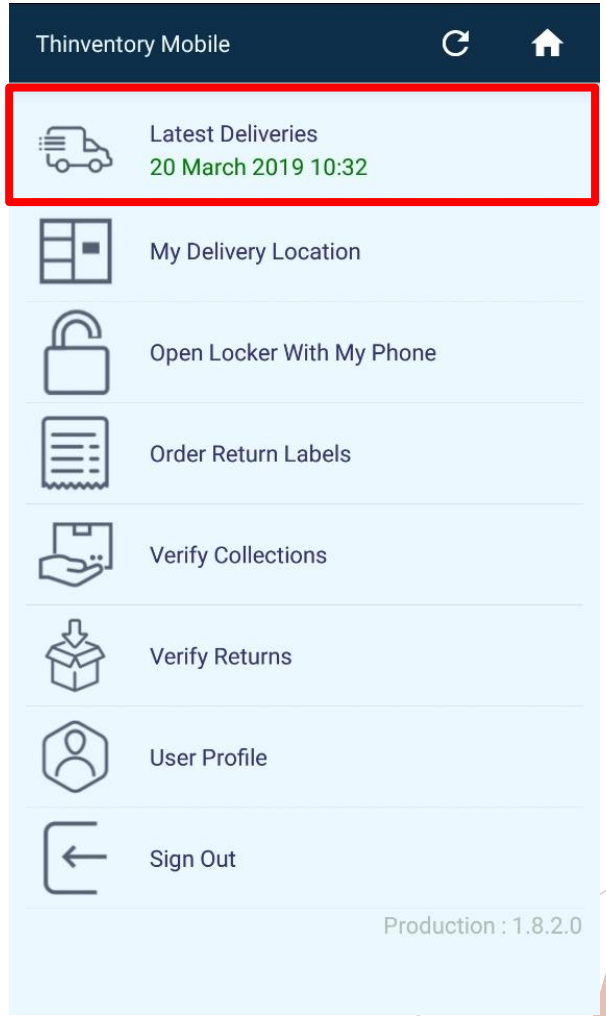


Latest Delivery Information

The date and time of the most recent, successful delivery is shown in green.

If there was a problem with the delivery, the text will be red.

Selecting ‘Latest Deliveries’ will show you more details.



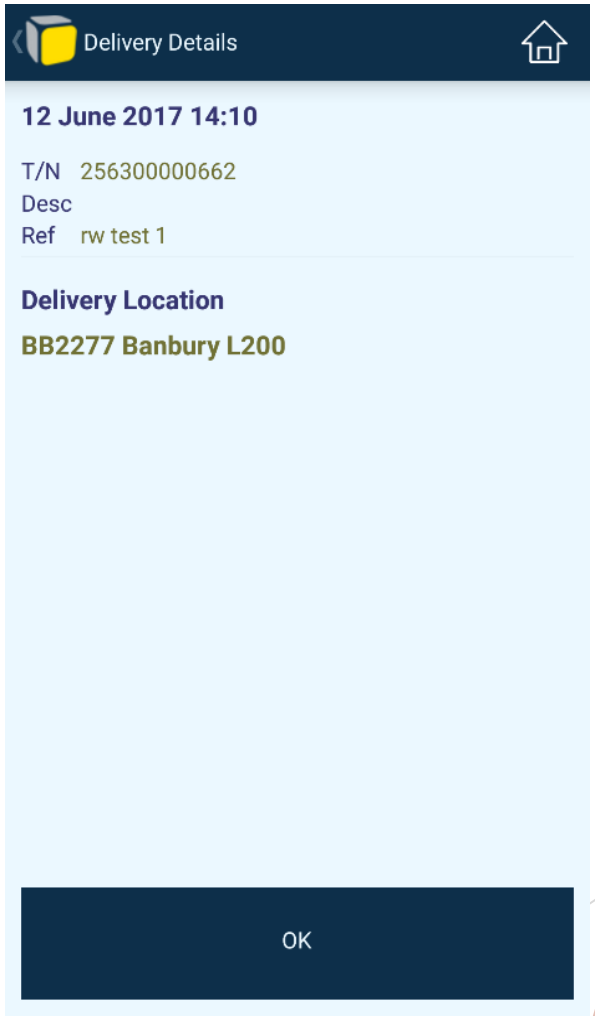
Latest Delivery Information

Details for the last successful delivery are shown, including:

Tracking number
Customer reference (if used)
Description (if used)
Locker location

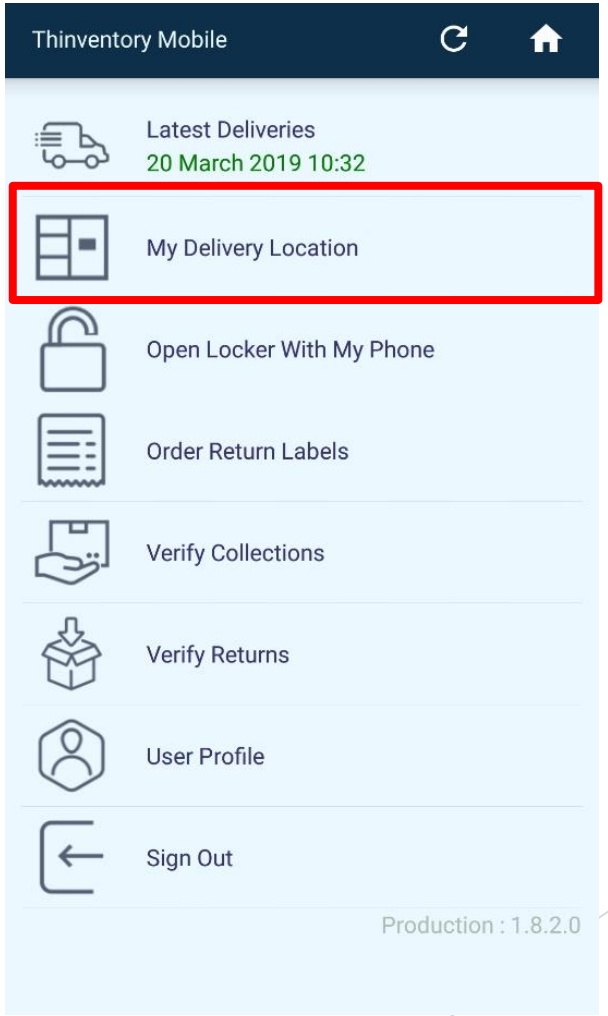
Selecting ‘Delivery Location’ will display more information about that location.

Selecting ‘OK’ or ‘Back’ returns the user to the main menu.



My Delivery Location

My Delivery Location option shows information about your default locker



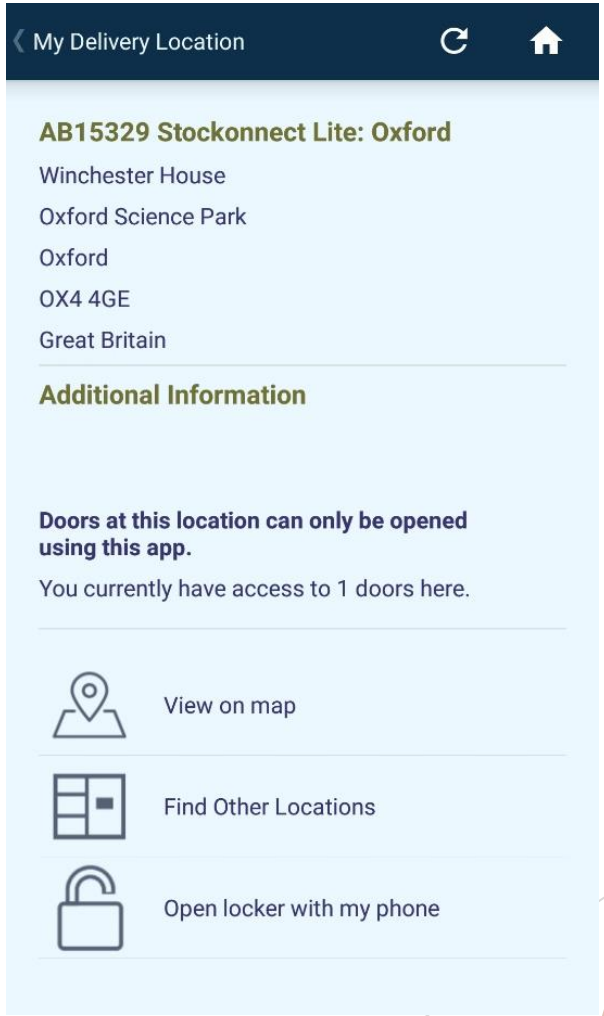
My Delivery Location

Details about your default locker location are shown here:

Address
Access Information

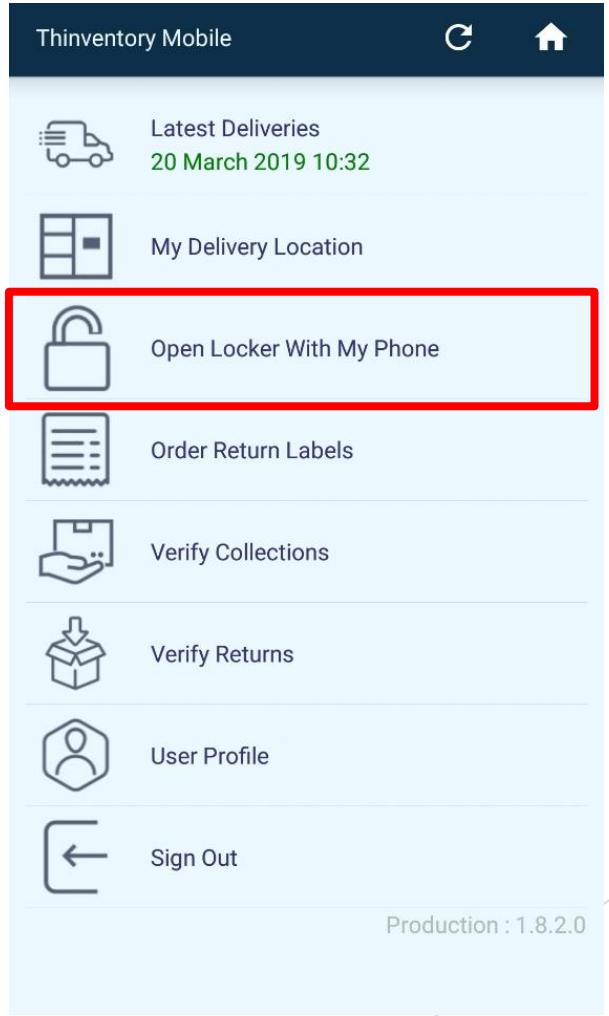
You can view the site location on a map.

At the bottom of the screen there is an option to open your App Locker via your phone



Opening Your Locker

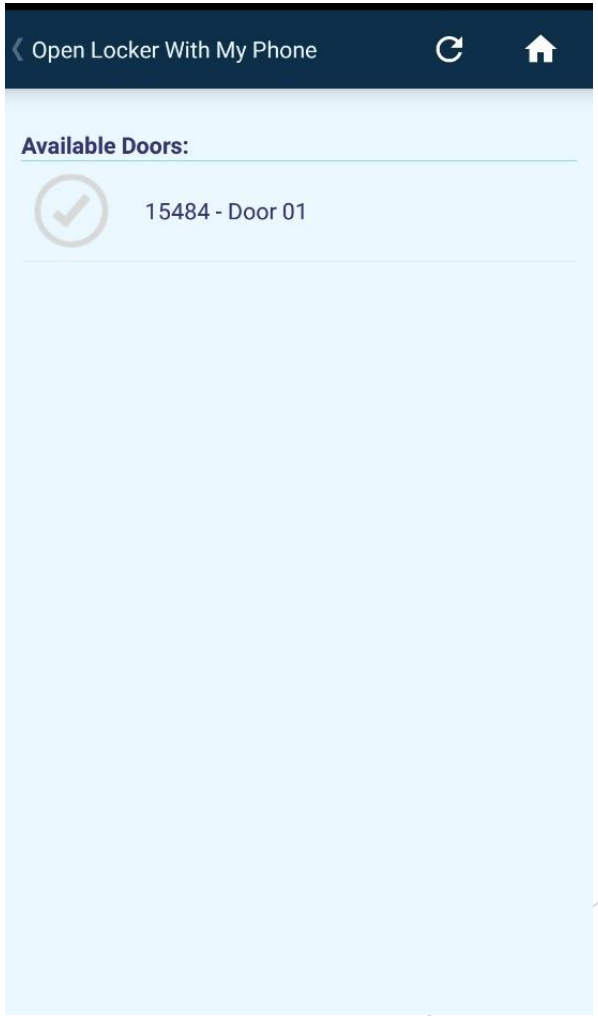
Open locker with my phone allows the user to open their assigned app locker door.



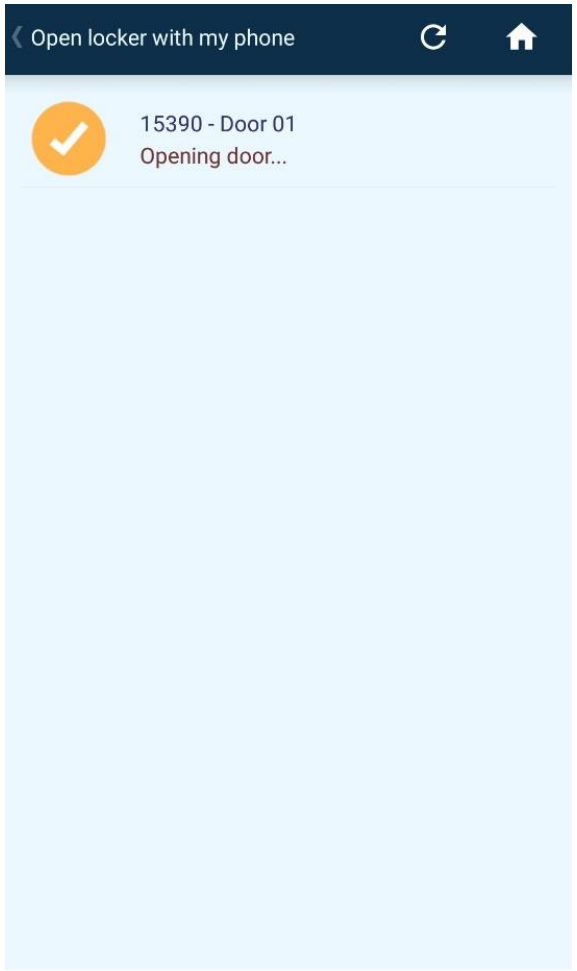
Opening Your Locker

The door assigned to you will be shown on this screen provided you are within Bluetooth range of the door.

Assigned doors will ONLY show on this screen if they are in range, no more than about 2 meters.



Opening Your Locker



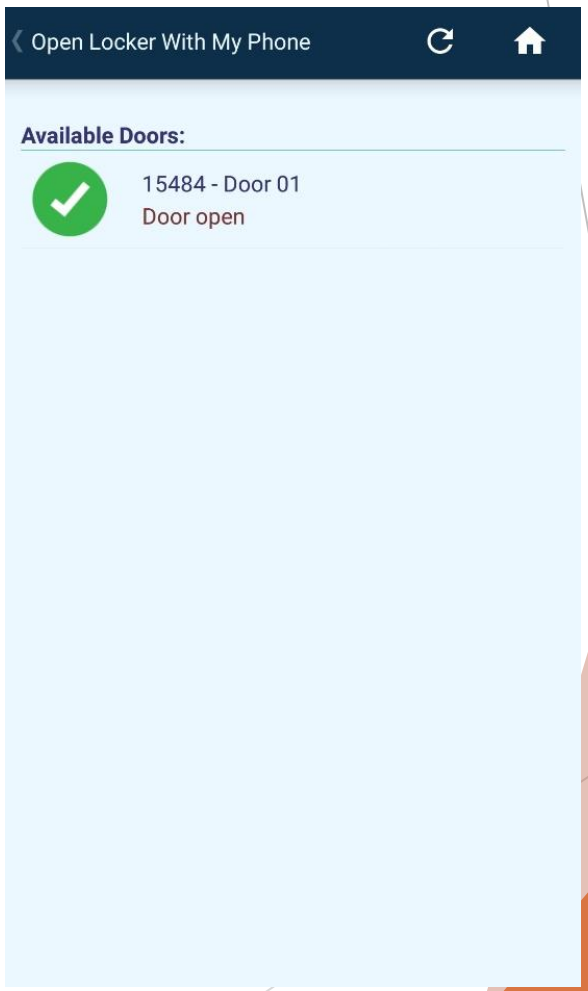
Clicking your door number will unlock the door

Once the lock opens the screen shows this →

Remove your items or place your returns in the door.

Please remember if you need to verify that you have collected or removed items this is covered in a later section of this document.

Never close this app down while you have a door open – always close the door first



Closing Your Locker

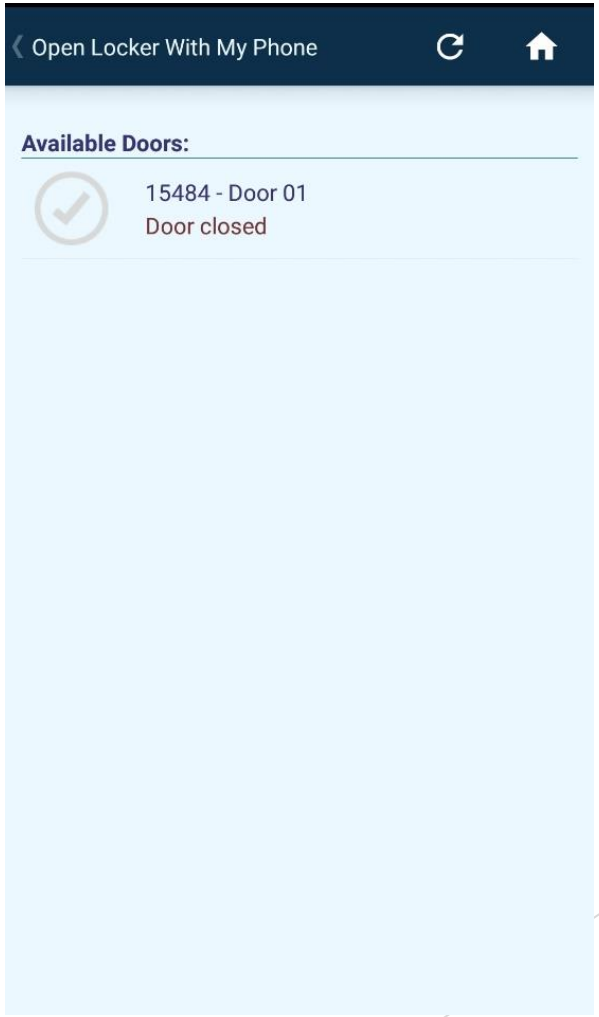
When you have finished collecting or returning items, close the door.

Please close the door firmly to make sure it latches closed.

You will see that the screen confirms the door has closed properly when this happens.

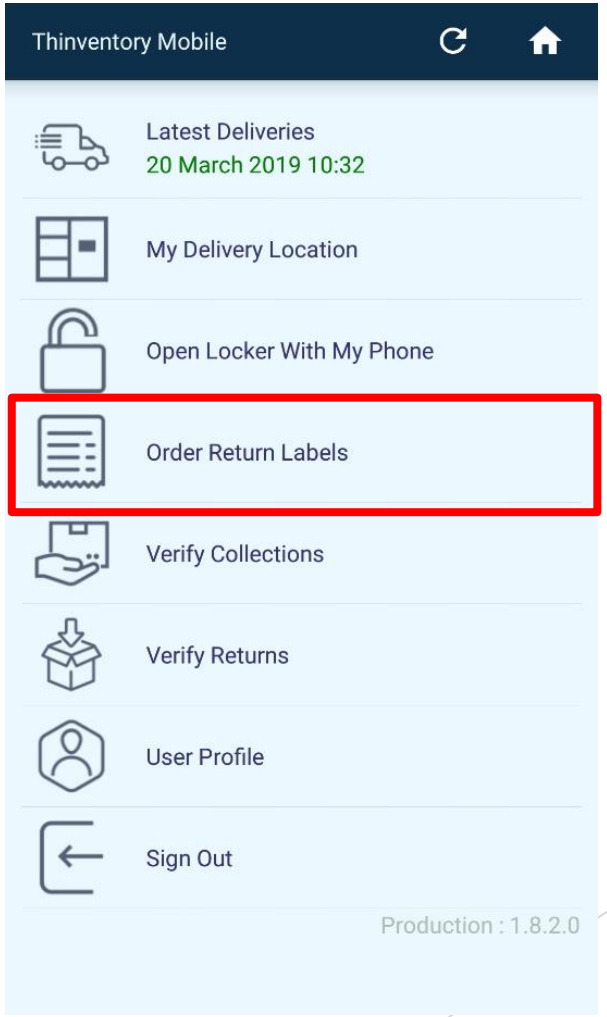
Make sure you remember to scan the items you have collected.

When you have finished, use the back button, on your device, or press the home button at the top right-hand side of the screen to return to the main menu.



Order Return Labels

Select the ‘Order Return Labels’ option from the main menu.



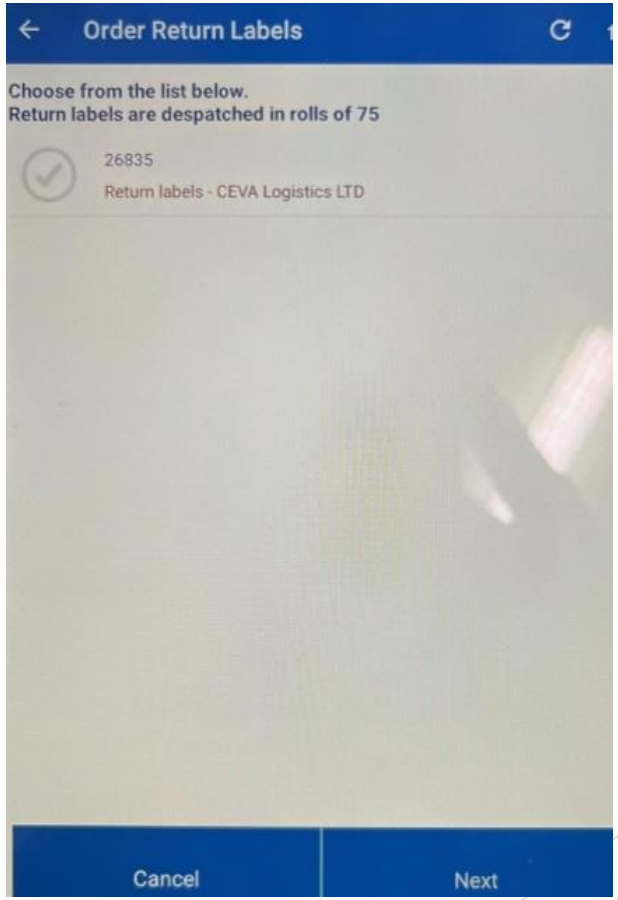
Order Return Labels

The app will show the return labels available, please click the option showing.

The screen will highlight the one you have selected with a green tick.

You can click again on a selected return label to deselect it.

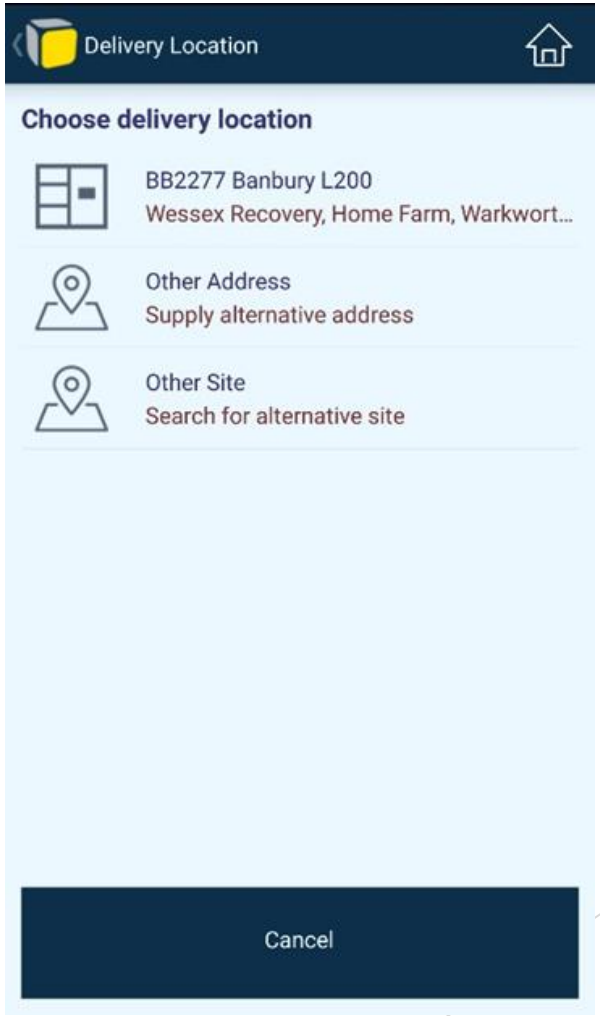
When you have selected the return labels required click on the ‘Next’ button.



Order Return Labels

The app will show the delivery options available.

Select your locker.



Order Return Labels

The app will show the order confirmation screen.

Check these details carefully.

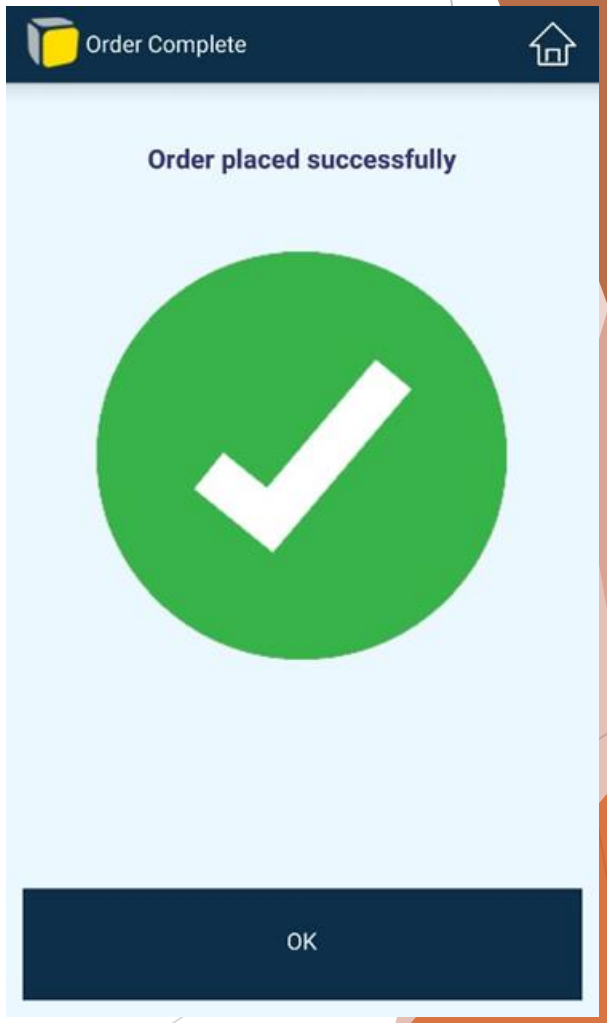
Take the ‘Cancel’ option to go back and edit the order.

Take the ‘Place Order’ option to confirm the order.

The last screen confirms that the order has been placed successfully.

Your label order should be delivered within 48 (working) hours.

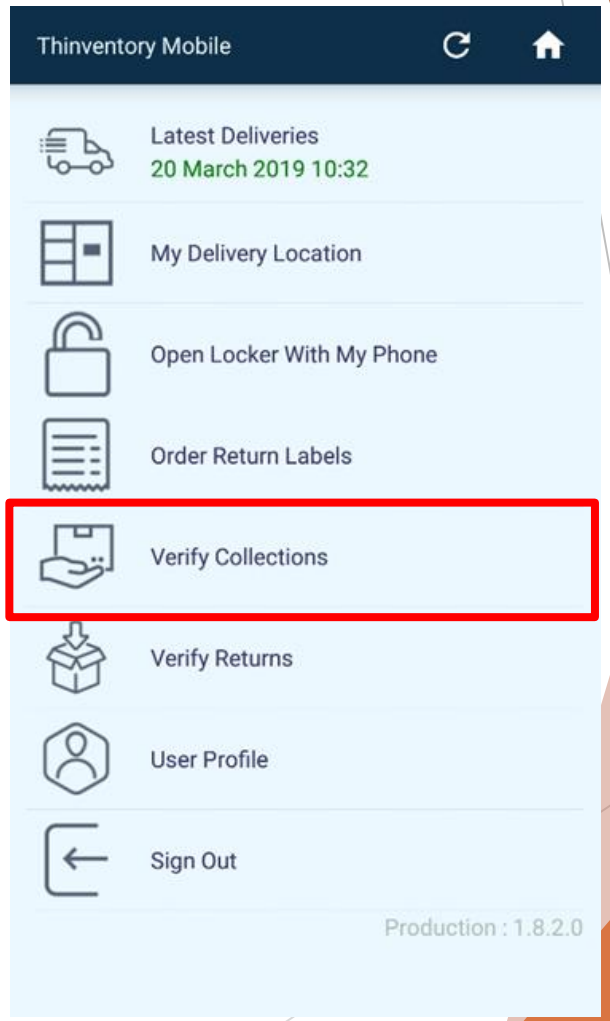
Click ‘OK’ to go back to the main menu



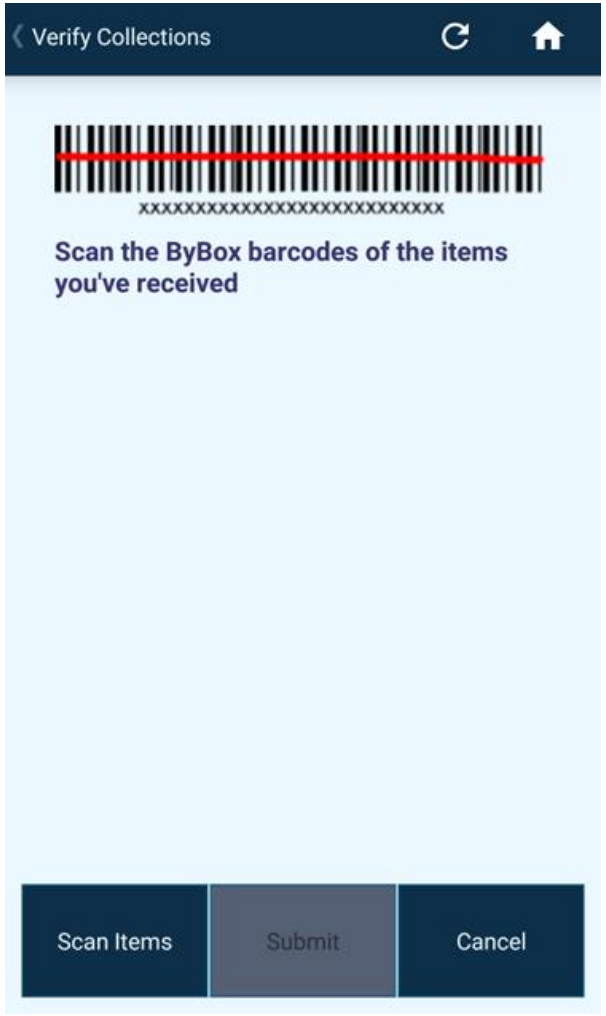
Confirming Collections

From here you can confirm the items you have collected.

Take the ‘Verify Collections’ option to begin scanning the items you are collecting from your locker.



Confirming Collections

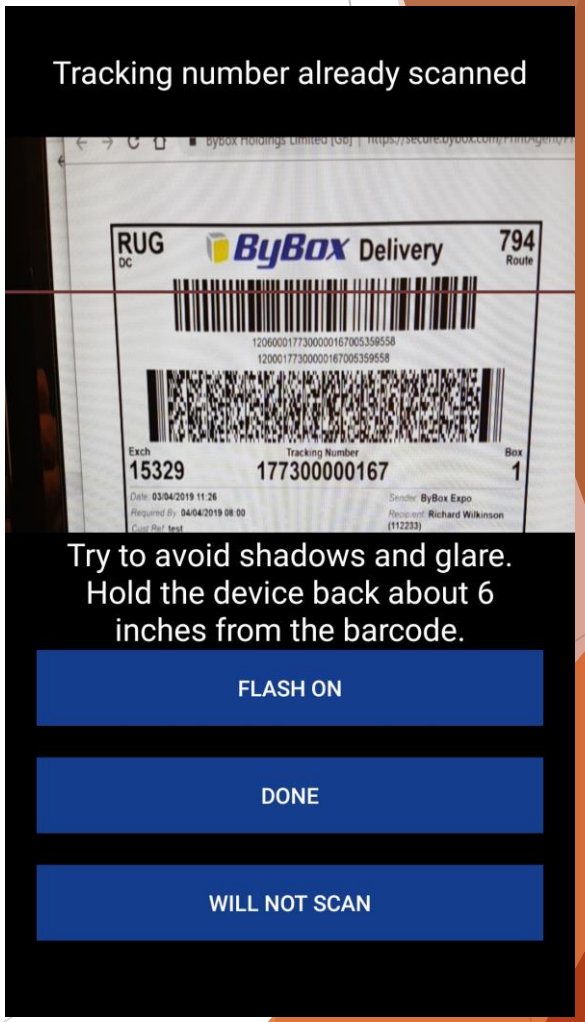


Taking the ‘Scan Items’ option will start your camera.

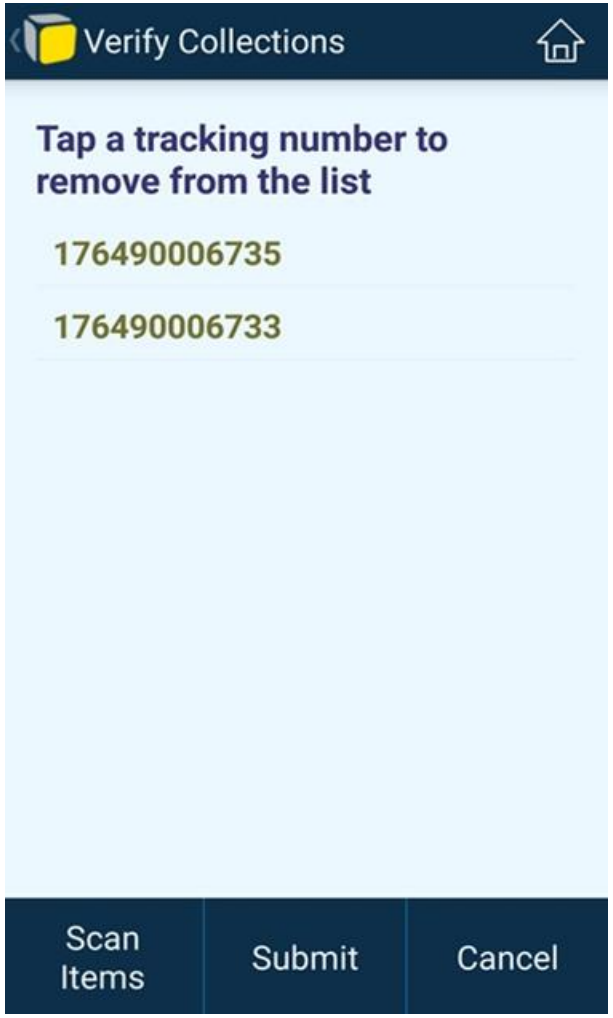
Scan the 1D barcode (the top barcode on the delivery label) using the camera in your device.

If the barcode will not scan, take the ‘Will not scan’ option to input the barcode manually.

The device will scan as many barcodes as you present in front of the camera. Click ‘Done’ once you have scanned all the items you collected



Confirming Collections

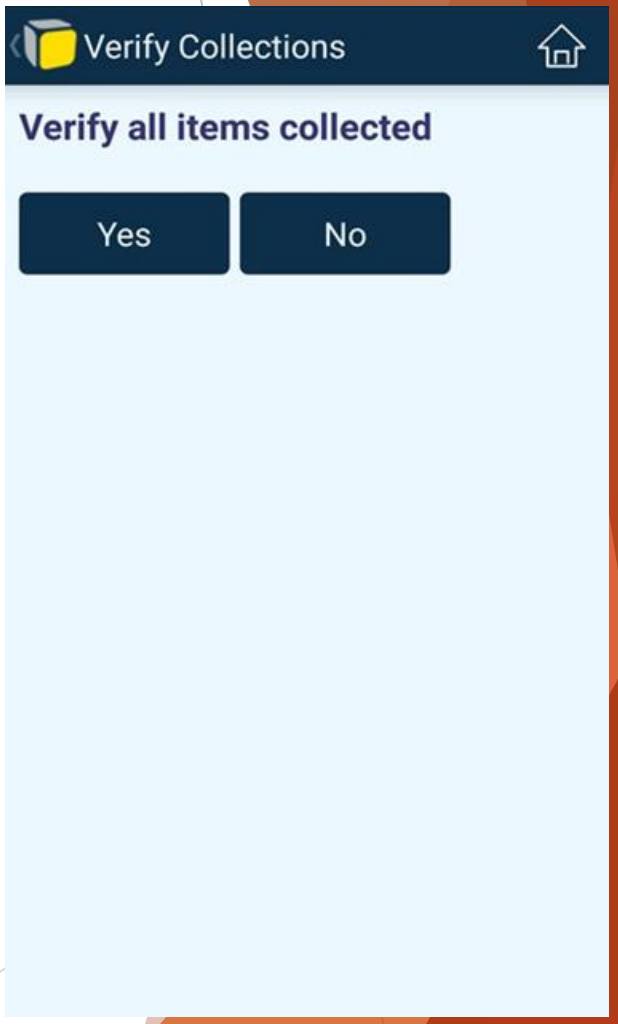


From here you can confirm the items you have collected by selecting the option ‘Submit’.

Tap a tracking number to remove it (if you have scanned the wrong item)

Take the ‘Cancel’ option to return to the main menu.

Take the option ‘Yes’ to confirm the collection from the locker.

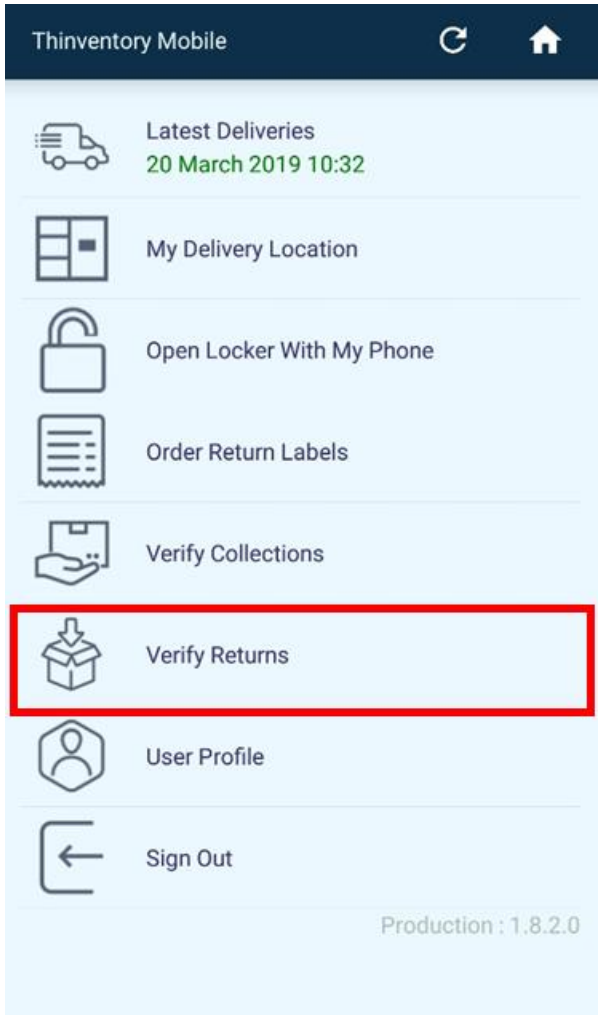


Confirming Collections

When you have confirmed that you have collected all the items, the app will show the message ‘Process complete’.

You can click on the ‘OK’ button or the ‘home’ icon (top right) to return to the main menu.

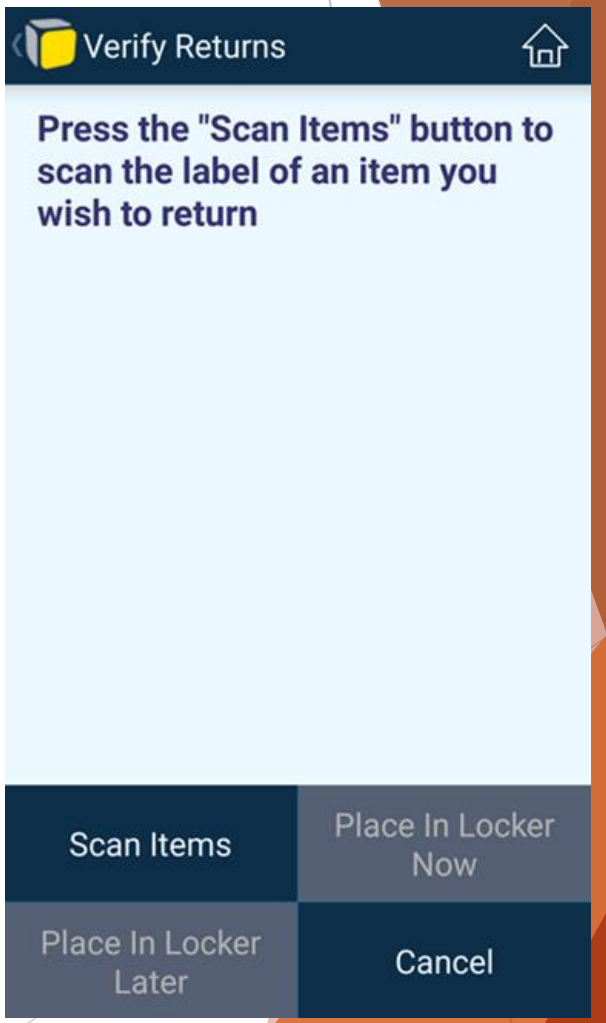
Confirming Returns



Select ‘ Verify Returns’

If you already have items prepared for return, this option will show these items.

If you do no have any items already prepared for return, select ‘Scan Items’ to start scanning.

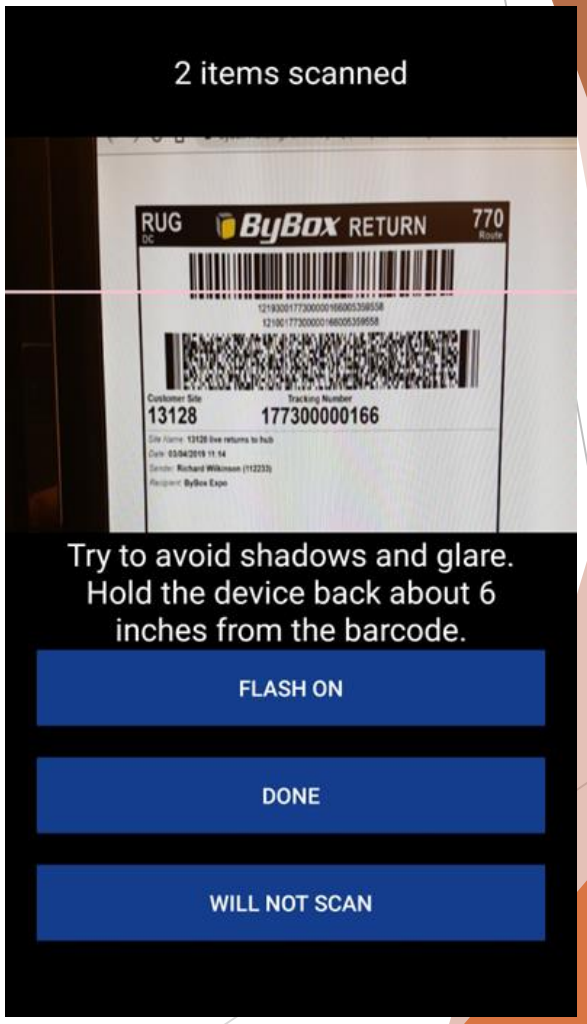


Confirming Returns

Scan the 1D barcode (the top barcode on the return label) using your device's camera.

If the barcode will not scan, select the 'WILL NOT SCAN' button to input the barcode manually.

When you have finished scanning your returns click 'Done'.



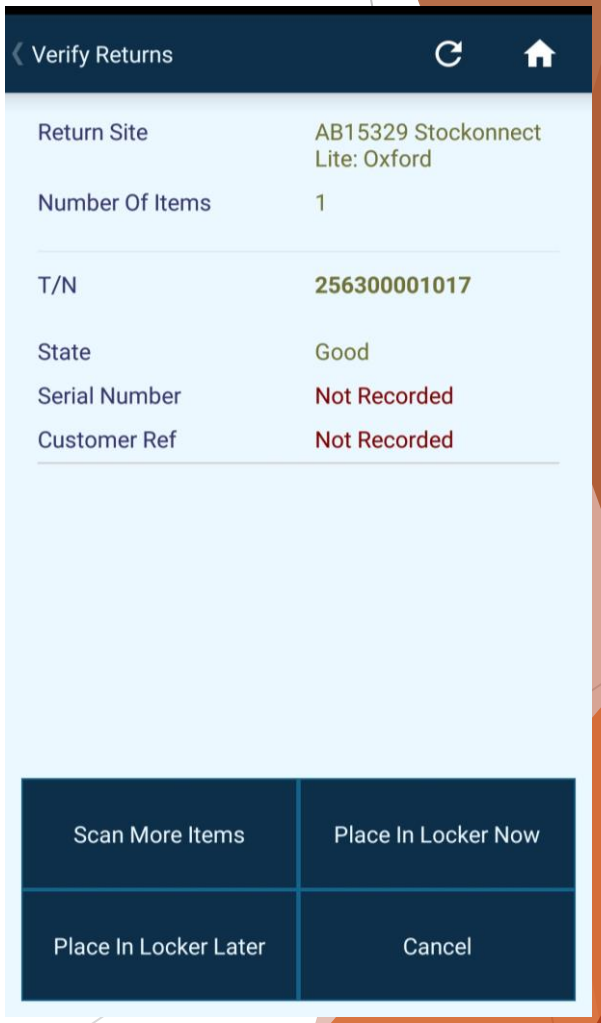
Confirming Returns

The app will capture the tracking number from the return label, displaying it at the top of the screen.

Select ‘Place In Locker Later’ to remember the items you scanned for drop-off later.

Click ‘Scan More Items’ to add to your list of returns and follow previous steps.

Click ‘Place In Locker Now’ if you are ready to make the return at the locker.

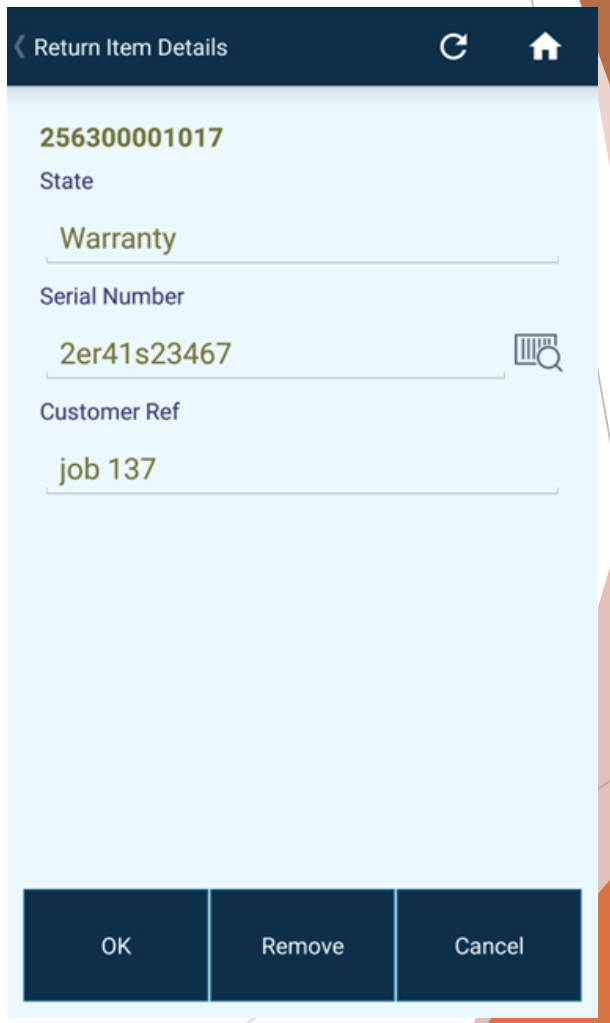


Confirming Returns

Press ‘OK’ once you are finished.

Press ‘Remove’ to remove the details added.

Press ‘Cancel’ to return to the main menu.



Confirming Returns

From here you can:

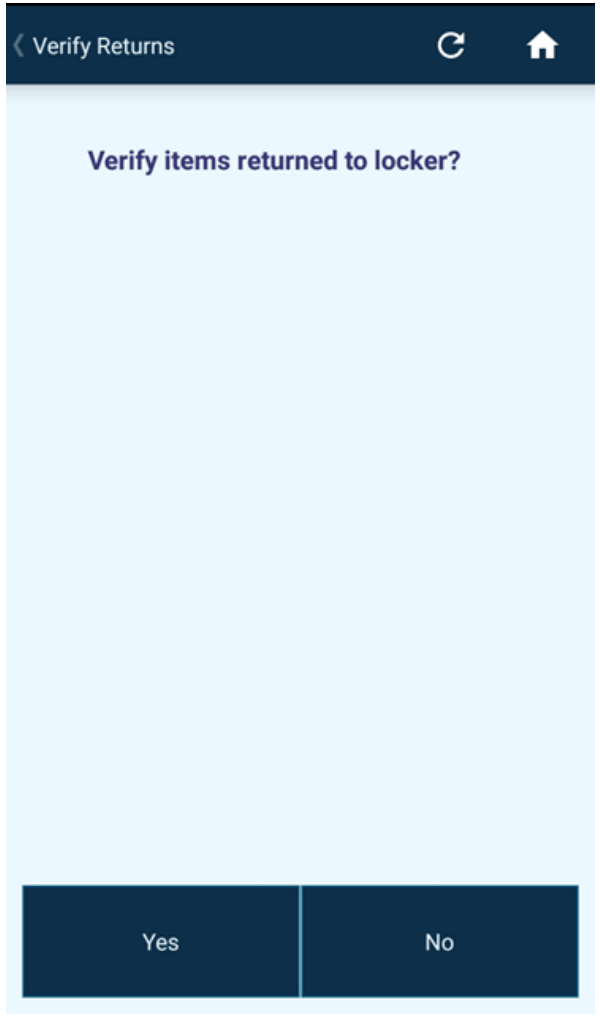
Scan more items

Confirm return to locker

Save for later

CANCEL – Use this option with caution, this clears all prepared, unsent return data.

Confirming Returns



You must confirm that all items have been placed in the locker.

Please ensure all old tracking labels have been removed from the return item(s), with only the correct, new, return label visible.

Once you have confirmed all the items are in the locker the app will send the data to ByBox.

The ‘Process complete’ message will only show when the tracking data has been successfully received by ByBox.

If you do not see the ‘Process complete’ message on the screen, please leave your device switched on until it gets a mobile signal and can send the data