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eDelivery Tracking System Overview

The eDelivery Tracking System was developed to:

- Increase customer service by instantly viewing when the invoice was printed, when the driver was dispatched, what parts were on the invoice and the approximate time of the delivery
- Decrease time and costly fuel on misguided deliveries
- Increase driver productivity and accountability with technology

eDelivery Access

• To access the eDelivery Tracking System, enter the following URL within your internet browser: <u>http://edelivery.epartconnection.com</u> and the following screen will be displayed:

Location
Password
Save Password
Log In
View Demo
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- Left click within the *Location* field and enter your store's ID.
- Left click within the *Password* field, enter your store's ID password and then left click on the *Log In* button.



The user will now be logged into the eDeliver Tracking System *Undispatched Delivery Items* screen as shown:

Map View Drivers Undispatched Items Current Dispatched Unreturned Items Reports	🗘 Setup 🛛 🕒 Log
No undispatched invoices.	
	Controls
	Invoice From eOffice Invoice
	Find a Delivery Item Invoice
	Add To + New Dispatch
	Selected Dispatch:
	Change Priority to: 0
	Show Tomorrow's Invoices
	Delete Selected Rems Set Rems to "Tomorrow"
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Setup Menu Options

• To access the *Setup* screen, left click on the *Setup* menu option displayed on the menu bar at the top of the screen.

The screen now will display the *Drivers Setup* page option screen as shown:

Map View Drivers U	ndispatched Items Current Dispatch	d Unreturned Items Reports	Ø Setup	> Logoff
Drivers Trucks Alerts	Drivers Setup	_		
i Options	Add New Driver Print Ban Driver Name	des		
\$ Commission	Alan Adams	Edit a Delete		
	Bob Smith	Zedit 🖀 Delete		
	Brandon Com	✓ Edit		
	Craig Smith John Doe	Zedit aleete		
	Kyle Bloom	 ✓ Edit		
	Paul Williams	✓ Edit		
	Tom Wilson	✓ Edit 🗍 🕮 Delete		
	Zack Thomas	Zedit 🗯 Delete		
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Drivers

• To add a new delivery driver, left click on the blue *Add New Driver* button.

The screen now will display the *Drivers Setup* page option screen as shown:

	NY ROYSTEST3	
Map View Drivers U	ndispatched Items Current Dispatched Unreturned Items Reports	Setup C+Logoff
Map Vew Drivers U	Drivers Setup Name Phone Radio # Generate Add	• Setup • Cogott
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- To add a new delivery driver, left click within the *Name* field and enter the driver's name.
- Left click within the *Phone* field and enter the driver's cellular phone number (if one).
- Left click within the *Radio* # field and enter the driver's radio number (if one).
- Left click within the *Barcode* field and enter the driver's barcode number (if one) or click on the *Generate* button to automatically generate a barcode number.
- Left click on the *Add* button and the entered driver information will be saved and the driver will now be listed under the *Drivers Setup* list.

Continue these steps until all your drivers have been entered.

Trucks

• To view/add a new delivery truck, left click on the blue *Trucks* menu link.



The screen now will display the *Trucks Setup – Add/Update a New Truck* page option screen as shown:

Deliver	ROYSTEST3			
TRACKING SYSTEM	F			
Map View Drivers Undis	patched Items Current Dispatched	Unreturned Items Report	5	Setup 🕞 Logoff
1 Drivers				
II Trucks	Truck Setup - Add	a New Truck		
Alerts	Vehicle Name	Driver Name		
Commission	2005 GMC Sierra	John Doe	🖍 Edit 🕺 🏥 Delete	
Commission	Add New Truck			
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• To add a new delivery truck, left click on the *Add New Truck* button.

The screen now will display the *Truck Setup – Add a New Truck* screen as shown:

	Y ROYSTEST3				
Map View Drivers Undi	spatched Items Current Dispatched Unreturned Items Reports	5		Setup	G+ Logoff
Drivers Trucks	Truck Setup - Add a New Truck				
Alerts Options	Vehicle Name				
\$ Commission	Driver				
	Vehicle Vin#				
	Add Cancel				
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- Left click within the *Vehicle Name* field and enter the vehicle name.
- Left click within the *Driver* field and enter the driver's name.
- Left click within the *Vehicle Vin*# field and enter the vehicle's vin number.



• Left click on the *Add* button and the entered truck information will be saved and the truck will now be listed under the *Truck Setup – Add a New Truck* list.

Continue these steps until all your trucks have been entered.

- To edit an existing delivery truck, left click on the *Cdit* button on the row of the listed truck and change any of the existing fields and then click on the *Update* button to save the changes.
- To delete an existing delivery truck, left click on the *Delete* button on the row of the listed truck.

Alerts

- To view the various alerts that can be setup, left click on the *Alerts* menu link.
- The screen now will display the *Alerts Setup* screen as shown:

	ROYSTEST3	
Map View Drivers Un	dispatched Items Current Dispatched Unreturned Items Reports	Setup C+ Logo
Drivers Trucks	Alerts Setup	
Alerts Options	Minutes before changing old involces red	
\$ Commission	Minutes before changing old involces yellow 5 Upstate	
	_	
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- To set the number of minutes before changing undispatched invoices into a "red" alert state within the *Undispatched Invoices* screen, left click within the *Minutes before changing old invoices red* field and enter the number of minutes.
- To set the number of minutes before changing undispatched invoices into a "yellow" alert state within the *Undispatched Invoices* screen, left click within the *Minutes before changing old invoices yellow* field and enter the number of minutes.
- Left click on the *Update* button to save the entered minutes.

Options

• To access the *Options* setup screen, left click on the blue *Options* menu link and the following screen will now be displayed:

	Map View Drivers Undisp	patched Items Current Dispatched Unreturned Items Reports	🌣 Setu	p C+Logoff
	Drivers	Options		
_	Alerts	Store Location (for map view)		
	Options	Latitude		
\$	Commission	33.86951400		
		Longitude:		
		-117.98540900		
		Time Zone		
		(GMT-08:00) Pacific Time,Los Angeles $\qquad \qquad \qquad$		
		☑ Use Day Light Savings Time		
		Dispatching Options		
		Can Edit Closed Dispatches		
		Password for Counterman Mode:		
		counter		
		Named Driver Routes (separate each with a comma):		
		10 O'Clock, 1 O'Clock, 3 O'Clock, Urgent		
		Zones (separate each with a comma):		
		North, South, East, West		
		Driver Cost per Hour		
		10.7500		
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Store Location (For Map View)

• To setup your store location (for map view), left click within the *Latitude:* field, enter in the value, then left click within the *Longitude:* field, enter in the value and then left click on the *Save Options* button.

To find out the latitude & longitude values for your store location for free, see the following URL: <u>https://geocoder.ca</u>

Time Zone

- To setup your time zone, left click on the down arrow button under the Time Zone heading and select your specific time zone.
- If your area uses day light savings time, left click on the check box next to the *Use Day Light Savings Time* field. A check mark designates that your area uses day light savings time.



	111.0000000	
	Time Zone	
	(GMT-08:00) Pacific Time;Los Angeles V	
	☑ Use Day Light Savings Time	
	Dispatching Options	
	Can Edit Closed Dispatches	
	Password for Counterman Mode:	
	counter	
	Named Driver Routes (separate each with a comma):	
	10 O'Clock, 1 O'Clock, 3 O'Clock, Urgent	
	Zones (separate each with a comma):	
	North,South,East,West	
	Driver Cost per Hour	
	10.7500	
	Truck Cost per Mile	
	0.3600	
	Average MPH	
	30	
	Save Options	
	Changing the driver mode password will invalidate any links your drivers have made to their driver mode URL. You can find each driver's URL in the driver edit screen.	
	If you log in using your counterman password, most options to save or after dispatches will be disabled. The counterman mode is disabled if the counterman password is blank.	
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Dispatching Options

- If you want to allow users to edit closed dispatches, left click on the check box next to the *Can Edit Closed Dispatches* field. A check mark designates that closed dispatches can be edited.
- To set a password for counterman mode, left click within the *Password for Counterman Mode:* field, enter in a password and then left click on the *Save Options* button.

When logged in with this password, the user has limited functionality. This includes searching for invoices, viewing undispatched items, current dispatches, adding to a current dispatch, editing the delivered date/time for items on a dispatch, viewing the map, unreturned items and reports. They are restricted from creating and closing dispatches (buttons are grayed out) as well as having no access to the *Setup Options* menu link.

- To setup some standard driver routes, left click within the *Named Driver Routes* (*separate each with a comma*): field, enter in the names of the driver routes (with each separated with a comma) and then left click on the *Save Options* button.
- To setup some standard zones, left click within the *Zones (separate each with a comma):* field, enter in the names of the zones (with each separated with a comma) and then left click on the *Save Options* button.
- To setup a driver cost per hour, left click within the *Driver Cost per Hour:* field, enter in a dollar amount and then left click on the *Save Options* button.
- To setup a truck cost per mile, left click within the *Truck Cost per Mile:* field, enter in a dollar amount and then left click on the *Save Options* button.
- To setup an average miles per hour, left click within the *Average MPH:* field, enter in a whole numerical value and then left click on the *Save Options* button.



Commission

• To access the *Driver Commission for Customer* setup screen, left click on the blue *Commission* menu link and the following screen will now be displayed:

Map View Drivers Undis	apatched Items Current Dispatched	Unreturned Items Repo	ts		Setup	C+ Logo
Drivers	Driver Commission	for Customer				
Alerts Options	Show Commission Informati	on in Dispatch Screen	Search:			
Commission	Customer#1 11 Comm Number Name Amour					
	1 EPART TES	T RETAIL CUSTOMER	\$1.00	± Save		
	2 *** CASH SA	LE ***	\$0.00	± Save		
	25 *** CASH SA	LE ***	\$0.00	± Save		
	100 BIG BOBS		\$1.50	± Save		
	150 ABC WAREI	HOUSE INC.	\$1.10	± Save		
	248 ENTERPRIS	E RENT-A-CAR	\$0.00	± Save		
	250 AMERICAN	ACRYLIC	\$1.75	± Save		
	251 CERTIFIED	APPLIANCE	\$2.00	± Save		
	252 CHUCK AND	SAMS AUTOMOTIVE	\$2.00	± Save		
	253 CONE CHEY	ROLET	\$1.50	± Save		
	254 CONTINENT					

The screen will display a list of customer number and names for customers that have information stored within *ePaperless Office*.

- If you want to display commission amounts within the dispatch screen, left click on the check box next to the *Show Commission Information in Dispatch Screen* field. A check mark designates that commission amounts will be displayed.
- To setup specific commission dollar amounts to pay drivers, left click within the *Commission Amount* field besides each customer name. Enter in the dollar amount that will be paid for each delivery to that customer and then left click on the *Save* button at the end of the line to save the entry. Continue this process for each customer in which deliveries will pay a commission amount to the drivers.

Undispatched Items

• To view a list of undispatched invoices/pick tickets, left click on the *Undispatched Items* menu tab displayed on the menu bar at the top of the screen.



If there are pick ticket/invoice items to be dispatched, the screen will display a listing of all undispatched invoices as shown:

Ma	ap View Drivers	Undispatched Items	Current Disp	oatched Unreturned Items	R	eports							Setup C+ L
	Pick Priority 🏨 Ticket	1] Invoice 1]	Origin 1	Customer	11	Туре 💵	Amount 1	Invoice Print 1	Pick Date	Action	11	Zone 1	Controls
0	9	749	ROYSTEST3	AMERICAN ACRYLIC		CHARGE	31.89	11/22/2016 9:03 AM				West	Invoice From eOffice Invoice + Ad
	9	750	ROYSTEST3	CHUCK AND SAMS AUTOMOTIVE		CHARGE	17.79	11/22/2016 9:05 AM				East	Find a Delivery Item Invoice
	9	751	ROYSTEST3	DATSUN CAR SERVICE		CHARGE	10.80	11/22/2016 9:05 AM				South	Add To • New Dispatch
	9	752	ROYSTEST3	DUNCAN'S AUTOMOTIVE		COD	16.45	11/22/2016 9:06 AM				East	Selected Dispatch: Add to Dispatch
													Change Priority to: 0
													Delete Selected Items Set Items to "Tomonow"

Invoices, by default, are normally set to a priority number of 9 and have a background color of white. When set to 0, this denotes that it needs to be urgently delivered and is denoted by having a light blue background. Once specific alert times has elapsed, the foreground color will turn from black to red. All entries with priority codes of 1 thru 9 will turn have their background turn yellow or red once the alert times has elapsed. The alert times are setup within the *Setup – Alerts* screen.

Selecting Items

• When items are listed within the *Undispatched Items* screen, they can be selected by either left clicking on the blank check box (□) field displayed to the left of the *Priority* column heading to automatically select all of the available delivery items or clicking anywhere on the row or check box of the specific items to select. When zones have been setup, clicking on a specific zone link will automatically select all the invoices for that zone. Clicking on a zone again will toggle or uncheck all the invoices for that zone. This allows for multiple zone selection.

Changing Priorities For Items

• To change priorities for items that have been selected, left click within the *Change Priority to:* field. From the drop down selection list, left click on the priority number to assign and then left click on the blue *Change Priority* button.

Adding An Invoice From eOffice

• To add an invoice that is not listed within the *Undispatched Items* screen, left click within the *Invoice From eOffice Invoice* field under the *Controls* heading section. Enter an invoice number and then left click on the blue +*Add* button to the right of the field. If the invoice number was valid, it will now be listed on the screen.



Finding A Delivery Item

• To find out what dispatch number a specific invoice/delivery item is on, left click within the *Find a Delivery Item Invoice* field under the *Controls* heading section. Enter the invoice number to search for and then left click on the blue *P Find* button to the right of the field. If the invoice was found, the screen will now display the whole dispatch that the invoice is currently on.

Assigning Invoices To Be Delivered Tomorrow

• To assign invoice items that have been selected (check marked) for tomorrow delivery, left click on the blue *Set Items to "Tomorrow"* button.

The selected invoices will no longer be shown within the Undispatched Items screen.

View Invoices Assigned For Tomorrow

• To view the invoices that have been assigned for tomorrow, left click on the check box field displayed to the left of the *Show Tomorrow's Invoices* field under the *Controls* heading section.

Sorting The List Of Undispatched Items

• The list of undispatched items can be sorted by priority, pick ticket number, invoice number, origin, customer name, invoice type, amount, printed invoice time, pick date, action item or zone. Simply left click on a column heading to resort the list. The sort will usually be from ascending to decending. Click on the heading again to toggle the sort to descending to ascending.

Open Dispatches From Other Store

• When an eDelivery chain ID has been setup for multiple stores, an *Open Dispatches From Other Store:* field prompt screen section will be displayed within the *Undispatched Items* tab screen. Users can select a store from a drop down selection list by clicking on the down arrow at the end of *Open Dispatches From Other Store:* field, select an open dispatch number by clicking on the down arrow at the end of *Dispatch #:* field and then left click on the blue *Add* button to add all the invoice items from that stores dispatch into the current store's *Undispatched Items* screen. The *Origin* column heading displays the store ID for each invoice or action item which shows where they were generated from.

Creating A New Dispatch

• To create a new dispatch within the *Undispatched Items* screen, select the specific invoice items as previously described in the *Selecting Items* section and then left click on the blue *New Dispatch* button.



The screen will now display a *New Dispatch* screen as shown:

Map View	Drive	rs Undisp	atched Items C	urrent Dispatched U	nreturned Item	s Reports					🌣 Setup 🕞 Log
lew Dispat	ch										
river for Disp	batch:		Invoid	e Number:		Dispatch La	bel:				
											Search:
Priority 🏭	Invoice	PckTkt []	Customer # 💵	Customer Name	Invoice Type	Amount 💵	Printed	Action Item	Commission 1	Zone	
9 ~	852	852	253	CONE CHEVROLET	CHARGE	90.90	2/20/2017 7:00:00 AM		1.5000	South	
9 ~	853	853	268	F & R PAINT	CHARGE	18.90	2/20/2017 7:01:00 AM		1.5000	South	
lew Action:	:	20 				0.	(s)		÷		
ction		c	ustomer #	Amount	In	voice Type	Commissio	on:			
	Add		Create	New Dispatch	Ca	ncel New Dispat	ich				
Not all Items	sortable										
dd Invoice		0.5									
idd invoice	FIOME	Once									
				+ Add							

Selecting A Driver For The New Dispatch

• Left click within the *Driver for Dispatch:* field and a drop down selection list will be displayed. The user has the option to enter a portion of the driver name to narrow down the selection list of driver names and then left click on the driver to be assigned.

Adding To An Existing Dispatch

- To add selected invoice items to an existing dispatch within the *Undispatched Items* screen, left click on the down arrow displayed below the *Selected Dispatch:* heading.
- With the screen now displaying a drop down selection list of existing dispatches listed, left click on the existing dispatch number and then left click on the blue *Add to Dispatch* button.

Adding An Action Item

- To add an action item to the new dispatch being created, left click within the *Action* field and enter the action that you want the driver to perform (i.e. pick up a check, lunch, etc).
- Left click within the *Customer*# field and enter the customer number in which the action is to be performed if needed.
- Left click within the *Amount* field and enter an amount if needed.
- Left click within the *Invoice Type* field and enter an invoice type if needed (i.e. COD/CASH).
- Left click on the blue *Add* button just below the action item line to complete the action item.



Setting Priority Numbers For Invoices

• Each invoice is defaulted to a priority value of 9. Left click on the down arrow button displayed to the left of each invoice number listed and left click on the desired priority number to assign. Dispatches are sorted by priority number.

Continue this process for each of the invoices listed.

• Once the driver has been selected and priority numbers have been set, left click on the blue *Create New Dispatch* button.

											AL	L	0.00
											СН	ARGE	63.42
											AL	L	63.42
Open D	ispatch # 2	210 -											
Pick Ticket		Customer	Туре	Action Item	Pick Date	Printed	Started	Delivered	Inv Ret	Zone	Amount	Notes/Problems	
	774	AMERICAN ACRYLIC	CHARGE			12/12/2016 7:35 AM	12/12/2016 9:07 AM	12/12/2016 11:46 AM		West	16.92		â
	775	ANTHONY ROMO	CHARGE			12/12/2016 8:59 AM	12/12/2016 9:07 AM	12/12/2016 11:46 AM		North	46.50		
8													
Driver:	Williams (C	n Route)		~	_					Add Inv	roice Fron	1 eOffice	
Driver: Paul Dispate		At		~							roice From + Add	n eOffice	
Driver: Paul Dispato 12/12 Dispato	Williams (C ch Started J 2/2016 9:07 ch Complet	At: AM ted At:		~								n eOffice	
Driver: Paul Dispate 12/12 Dispate 12/12	Williams (O ch Started) //2016 9:07 ch Complet	At: AM ted At:		~								n eOffice	

The screen will now display an *Open Dispatch* **#** screen as shown:

The *Dispatch Started At* time will be automatically be set to the current date and time it was created.

Add Invoice From eOffice

• Within the *Open Dispatch* # screen, the user can add an invoice from eOffice by left clicking within the field below the *Add Invoice From eOffice* heading, entering an invoice number and then left clicking on the blue +*Add* button. If the invoice was found, it will be automatically added to the current open dispatch.

Changing The Dispatch Start Time

• Within the *Open Dispatch* # screen, the user can change the dispatch start time by left clicking within the date and time fields below the *Dispatch Started At:* heading, selecting new values and then left clicking on the blue $\pm Save$ button.

Printing The Dispatch

• Within the *Open Dispatch* # screen, the user can print a report by left clicking on the blue *Print* button.

The print dialog window will be displayed and the user can left click on the *OK* button to begin printing.



Unassigning Invoices

• Within the *Open Dispatch* # screen, the user can unassign all the invoices within the current dispatch by left clicking on the gold *Unassign Invoices* button or specific invoices by left clicking on the red trash can (1) button on the row of the specific invoice. All of the invoices will be removed from the dispatch and will again be shown within the *Undispatched Items* screen.

Current Dispatched

• Left click on the *Current Dispatched* menu option displayed on the menu bar at the top of the screen.

The screen will now display an *Open Dispatches* heading section on the screen. If there are no open dispatches, the screen will display a *No Dispatches* message. Otherwise the screen will display a listing of all open dispatch numbers as shown:

	ROYSTEST3			
Map View Drivers Undispat	ched Items Current Dispatched Unreturned Items	Reports		Setup 🕞 Logoff
	Open Dispatches Show Today's Closed Dispatches Expanded Dispatch # 213 Bam Run Dispatch # 214 Bam South Find a Dispatch Dispatch #: Customer #:	_	IF Completed IT	
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Expanded View Of Open Dispatches

• Within the *Current Dispatches* screen, the user has the option to view an "expanded" screen version of all the currently opened dispatches by left clicking on the blue *Expanded View* button displayed to the right of the *Show Today's Closed Dispatches* heading.



The screen will now display an expanded view listing of all open dispatches as shown:

Map View Drivers Undispatched Iter	ns Current Dispatched Unreturned Items Reports			Setup 🕞 Lo
en Dispatches				
Dispatch#213 Driver Bob Smith Started 7:28 AM 777 CONE CHEVROLET	Dispatch#214 Driver Paul Williams Started 7.28 AM 778 DATSUN CAR SERVICE 779 FORD ELECTRONICS	Dispatch#215 Driver Craig Smith Started 7:41 AM 780 AMERICAN ACRYLIC	Dispatch#216 Driver Tom Wilson Started 7:42 AM 781 STEED AUTO REPAIR	
No. of the second				

The screen will display a sub-window of each open dispatch that contains the dispatch number, driver assigned, started time, and each invoice/action item listed by priority with the customer name.

Show Today's Closed Dispatches

• Within the *Current Dispatches* screen, the user has the option to display all closed dispatches from today by simply left clicking on the check box to the left of the *Show Today's Closed Dispatches* heading.





The screen will now display a *Closed Dispatches* heading section on the screen and a listing of all closed dispatch numbers from today as shown:

	YSTEST3	
	1012010	
Map View Drivers Undispatched I	Items Current Dispatched Unreturned Items Reports	Setup C+ Logoff
		tony the
	Closed Dispatches	
	Show Today's Closed Dispatches Expanded View	
	Dispatch II Named Route II Driver II Started II Completed II	
	Dispatch # 213 8am Run Bob Smith 2016/12/13 07:28 AM 2016/12/13 07:48 AM	
	Find a Dispatch	
	Dispatch #:	
	Find	
	Customer #:	
	Find	
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Viewing A Specific Dispatch Number

• Within the *Current Dispatches* screen, the user has the option to view all invoices assigned to a dispatch number. Simply left click on the blue dispatch number link displayed below the *Dispatch* column to view its information.

Closing A Dispatch

- Within the *Open Dispatch* # screen, left click within the *Delivered* column next to each invoice listed and update the delivery dates and times.
- Left click on the *Inv Returned* check box if the invoice has also been returned.
- Once all the invoice fields have been updated, left click within the *Dispatch Completed At:* field and update the date and time the dispatch was closed.
- Left click on the red *Close Dispatch* button and the dispatch will now be considered closed.

Viewing A Driver's Run On The Map

When a driver is equipped with a Windows[™] Mobile 6 cellular telephone with GPS/Internet capabilities and it's loaded with a piece of eDelivery software, the map view screen will display the drivers' actual path taken (represented by a colored line) and their current position on the map in real time.

• When a specific closed dispatched is being view on the screen, the dispatcher view the actual path taken by simply clicking on the blue *View Run on Map* button.

A map view will now be displayed as shown:





Finding A Specific Dispatch Number

• Within the *Current Dispatches* screen, the user has the option to search for a specific dispatch number. Under the *Find a Dispatch* heading, left click within the *Dispatch* #: field, enter in a specific dispatch number and then left click on the blue *Find* button to the right of the field.

If the dispatch number was found, the screen will display all the information for the entered dispatch.

Finding Dispatches For A Specific Customer Number

• Within the *Current Dispatches* screen, the user has the option to search for all dispatches for a specific customer number. Under the *Find a Dispatch* heading, left click within the *Customer* #: field, enter in a specific customer number and then left click on the blue *Find* button to the right of the field.



The screen will display all the dispatches for the entered customer number as shown:

Map View Drivers	Undispatched Items	Current Dispate	ched Unreturn	ed Items Repo	irts						Setup 🕏	C+ Log
	Dispa	atches for Cus	tomer 251									
	Exp	anded View	1 Named Rou	ite	Driver	11	Started	17	Completed	11		
	Dispa	atch # 201			Paul Williams		2016-12-01 08:48 AM		2016-12-01 08:54 AM			
	Dispa	atch # 177			Paul Williams		2015-10-29 03:23 PM		2015-10-29 03:35 PM			
	Dispa	atch # 170			Paul Williams		2015-04-10 09:32 AM		2015-04-10 10:18 AM			
		atch # 169			Paul Williams		2015-03-30 10:53 AM		2015-03-30 10:56 AM			
		atch # 163			Paul Williams		2015-03-08 09:05 AM		2015-03-08 10:15 AM			
	Dispa	atch # 163			Paul Williams		2015-03-08 09:05 AM		2015-03-08 10:15 AM			
	Find	a Dispatch										
	Dispat	tch #:		Find								
	Custo	mer#:										
	251			Find								

User's can left click on any of the listed dispatch numbers to view all the invoices for the dispatch number.

Unreturned Items

• To access the *Unreturned Delivery Items* screen, left click on the *Unreturned Items* menu option displayed on the menu bar at the top of the screen.

Map View Drivers Undispatched Items Current Dispatched	Unreturned Items Reports		🌣 Setup 🛛 🕞 Logoff
Unreturned Delivery Items			
	Filter Unreturned Delivery Items	Filter By Date	
	Start Date 12/14/2016 End	Date 12/14/2016 Filter	
			Search:
PckTkt 11 Invoice 11 Dispatch 11 Customer		elivered 🔄 Action Item 📳 Driver Notes/Proble	
782 217 AMERICAN	ACRYLIC CHARGE 12/14/2016 8:56:00 AM 1	2/14/2016 9:55:00 AM	16.75
			ARGE (16.75)
			Save Changes
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The following screen will now be displayed:



This screen will display all invoices that have not been checked marked as returned under the *Inv Returned* column for the data range selected.

The screen will default the date range filter to the past 24 hour period. User's can left click within the *Start Date* or *End Date* fields to change the selected date range. They would then have to left click on the blue *Filter* button to refresh the screen with any new invoices.

Users have the option to left click on the *Inv Returned* check box field for any of the invoice numbers listed. They would then left click on the blue *Save Changes* button.

Map View

• Left click on the *Map View* menu option displayed on the menu bar at the top of the screen.

The screen will now display a map view of delivery location and driver icons plotted on the screen. It will also display any open dispatches, the driver assigned and their respective invoices assigned to the dispatch as shown:



The map can also show any driver equipped with a Windows \mathbb{T} mobile 6 cellular phone equipped with GPS. Each delivery driver will be displayed as a truck icon and have its own unique driver number and color. Each delivery invoice location with a valid address will be displayed as a colored building. Red building icons signify the specific delivery invoice locations that are not yet assigned. Building icons of any other color than red signify that the delivery invoice has been assigned to a driver with the matching color. Once an invoice has been delivered, the building icon will have a red "X" through it which signifies the delivery has been completed.



Left clicking on any of the building or delivery truck icons will display a pop up window with more information about the driver or delivery.

Expanding The Map View

- Within the *Map View* screen, the user has the option to view an "expanded" map view of the drivers and their plotted map points by left clicking on the grey *Toggle Expanded View* button displayed in the top left corner of the screen. This in essence removes the open dispatch, driver and invoices summary that is normally displayed below the map.
- Left clicking on the grey *Toggle Expanded View* button again will again display the open dispatch information below the map.

Drivers

• To access the *Drivers* screen, left click on the *Drivers* menu option displayed on the menu bar at the top of the screen.

The following screen will now be displayed showing each driver, their radio number, and whether they are currently on a route (*On Route*):

lap View	Drivers Undispatch	ed Items Current Dispatched U	Inreturned Items Repo	rts	🔅 Setup 🛛 🕞 L
	Select A Driver to	View Routes			
	Driver	Name	Radio	On Route	
	Select	Alan Adams	5	Ø	
	Select	Bob Smith	1		
	Select	Brandon Corn	7		
	Select	Craig Smith	4		
	Select	John Doe	8		
	Select	Kyle Bloom	6		
	Select	Paul Williams	3		
	Select	Tom Wilson	9		
	Select	Zack Thomas	2		

If a driver is currently assigned to an open dispatch, their *On Route* check box will be check marked denoting this.

Viewing What Dispatches A Driver Is Currently Assigned To

• Within the *Drivers* screen, when a driver's *On Route* check box is checked (which means they are currently on a route), the user can view what dispatches they are currently assigned to by left clicking on the blue *Select* button displayed to the left of the driver name.



The screen will now display a table list of current dispatch numbers along with their started and completed times for the selected driver as shown:

Drivers Undispatch	hed Items Current Dispatched	Unreturned Items	Reports					Setu
Select A Driver t	o View Routes				Tom Wilson's current d	ispatches		
Driver	Name 🕸	Radio 🏦	Assignable	On Route	Dispatch Number	Started	Completed	
Select	Alan Adams	5			238	12/20/2016 08:54 AM		
Select	Bob Smith	1						
Select	Brandon Corn	7	2					
Select	Craig Smith	4	Ø					
Select	John Doe	8	Ø					
Select	Kyle Bloom	6	Ø					
Select	Paul Williams	3	Ø					
Select	Tom Wilson	9	2					
Select	Zack Thomas	2						
Search:								

Reports

• To access the *Reports* screen, left click on the *Reports* menu option displayed on the menu bar at the top of the screen.

ap View Drivers Undispatched Items	Current Dispatched Unreturned Items Reports	🗘 Setup 🛛 🕞 Lo
	Reports:	
	Driver Activity Report v Run Report	
	Report Filter: ⊡Filter By Date	
	Start of Date Range:	
	12/15/2016	
	End of Date Range:	
	12/15/2016	
	Bob Smith	
	Filter By Customer Number	

Under the *Reports:* heading, there is drop down selection list of the available reports. Under the *Report Filter:* heading, there are various filtering options that can be set



when running a report. By default, all reports are set to only print the current days information.

Driver Activity Report

- Within the *Reports* screen, left click on the down arrow selection list displayed below the *Reports*: section of the screen.
- Left click on the *Driver Activity Report* menu option.
- When all the filtering option have been set, left click on the blue *Run Report* button.

The report will be displayed on the screen as shown:

	ROYSTEST3			
Map View Drivers	Undispatched Items Current Dispatched Unreturned Items	Reports		Setup C+ Logoff
Driver Activity Report				
Name	Number Of Dispatches		Avg Minutes Per Dispatch	
Bob Smith	1		20	
Paul Williams	6		29	
Totals Number Of Dispat	tches	Avg Minutes Per Disp.	atch	
7		28		
Back				
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The report will display by driver name, the number of individual dispatches that were closed, the average minutes per dispatch (dispatch start/end time) and summary totals for all the dispatches.

Customer Activity Report

- Within the *Reports* screen, left click on the down arrow selection list displayed below the *Reports*: section of the screen.
- Left click on the *Customer Activity Report* menu option.
- When all the filtering option have been set, left click on the blue *Run Report* button.



ustomer Activity Report				
Customer Number	Name	Number Of Deliveries	Avg Minutes Per Delivery	
250	AMERICAN ACRYLIC	3	4729	
251	CERTIFIED APPLIANCE	1	6	
253	CONE CHEVROLET	1	20	
254	CONTINENTAL RADIATOR	2	7084	
255	DATSUN CAR SERVICE	1	32	
256	DIETERS V W REPAIR	ĩ	23	
257	DUNCAN'S AUTOMOTIVE	1	14146	
258	FORD ELECTRONICS	1	32	
264	KENS MOTORS	2	71	
272	ANTHONY ROMO	2	42	
otals				
	eries			
		2856		
Back				
Number Of Deliv	eries	Avg Minutes Per Delivery 2855		

The report will display by customer number, the customer name, the number of invoices delivered, the average minutes per delivery (dispatch start/end time) and summary totals for all the customers.

Delivery Item Report

- Within the *Reports* screen, left click on the down arrow selection list displayed below the *Reports*: section of the screen.
- Left click on the *Delivery Item Report* menu option.
- When all the filtering option have been set, left click on the blue *Run Report* button.



The report will be displayed on the screen as shown:

	fiew Drivers	Undispat	ched Items 0	Current Dispatch	ed Unreti	imed Items	Reports							Setup C+ Logo
elivery it	em Activity Repo	rt												
Pick ficket	Invoice Number	Priority	Customer Number	Customer	ł	Driver	Dispatch Number	Pick Time	Invoice Time	Dispatch Time	Signed Time	Completed Time	Pick/Inv To Sign	Dispatch To Complete
	783	9	251	CERTIFIE		Bob Smith	219		12/15/2016 8:37:00 AM	12/15/2016 9:14:00 AM	12/15/2016 9:20:00 AM	12/15/2016 9:40:00 AM	43	26
	784	9	262	VICKS AL	TOMOTIVE	Bob Smith	219		12/15/2016 8:38:00 AM	12/15/2016 9:14:00 AM	12/15/2016 9:30:00 AM	12/15/2016 9:40:00 AM	52	26
	785	9	262	VICKS AL	TOMOTIVE	Bob Smith	219		12/15/2016 9:13:00 AM	12/15/2016 9:14:00 AM	12/15/2016 9:30:00 AM	12/15/2016 9:40:00 AM	17	26
otals	Number Of Deliv	veries A	vg Minutes Pick	k to Invoice	Avg Minutes	Invoice to D	Dispatch	Avg Minutes Di	spatch to Signed A	vg Minutes Signed to	Complete Avg Min	utes Picked to Signed	Avg Minute	s Picked to Complete
	3				24			12	1:	3				
lack														

The report will display by pick ticket/invoice number, priority number, customer number, customer name, driver, dispatch number, pick time, invoice time, dispatch (start) time, signed/delivered time, completed (dispatch) time, the number of minutes from pick/invoice to delivered/signed time, the number of minutes from dispatch (start) to (dispatch) complete time and summary totals for all the invoices.

Commission Report

- Within the *Reports* screen, left click on the down arrow selection list displayed below the *Reports*: section of the screen.
- Left click on the *Commission Report* menu option.
- When all the filtering option have been set, left click on the blue *Run Report* button.



The report will be displayed on the screen as shown:

Map View Drivers	Undispatched Items	Current Dispatched	Unreturned Items	Reports				🕸 Setup 🛛 🕞 Logoff
ommission Report								
Driver Name: Paul Willian	ms							
Date	Inv #	Dispatch #	Cust#	Name	Action Item	C.O.D.	Charge	Commissio
2/1/2016 8:48:48 AM	762	201	250	AMERICAN ACRYLIC			×	\$1.7
2/1/2016 8:48:48 AM	763	201	251	CERTIFIED APPLIANCE			×	\$2.0
2/1/2016 9:01:00 AM	764	202	254	CONTINENTAL RADIATOR			×	\$3.0
2/1/2016 9:01:16 AM	765	202	256	DIETERS V W REPAIR			х	\$1.8
12/2/2016 10:38:54 AM	770	205	272	ANTHONY ROMO			×	\$1.0
12/5/2016 8:20:00 AM	773	206	272	ANTHONY ROMO			×	\$1.0
12/13/2016 7:28:00 AM	778	214	255	DATSUN CAR SERVICE			х	\$3.5
12/13/2016 7:28:00 AM	779	214	258	FORD ELECTRONICS			x	\$1.8
12/14/2016 9:20:00 AM	782	217	250	AMERICAN ACRYLIC			x	\$1.7
Fotal Dispatches:	6					Total	Commission:	\$17.7

The report will display by driver, the invoice date and time, the invoice number, dispatch number, customer number, customer name, action item, an X denoting whether it was a C.O.D. or charge, the commission amount paid and summary totals for the total number of dispatches and commission amount for all the invoices listed.

Cost By Customer Report

- Within the *Reports* screen, left click on the down arrow selection list displayed below the *Reports*: section of the screen.
- Left click on the *Cost By Customer Report* menu option.
- When all the filtering option have been set, left click on the blue *Run Report* button.



				orts					W 000	ap 🕞 Logoff
st Analysis By Customer Rep										
ustomer: 250 - AMERICAN AC	Inv # Dispatch	# Driver	Sell	Cost	Gross Profit \$	Gross Profit %	Minutee	Delivery Cost	Net Profit \$	Net Profit 9
/23/2017 1:52:57 PM	809	243 Paul Williams	41.31	26.68	14.63	35.42	7	2.43	12.20	29.5
/23/2017 1:52:57 PM	811	243 Paul Williams	20.07	13.32	6.75	33.63	7	2.43	4.32	21.5
otals			61.38	40.00	21.38	34.83	14	4.85	16.53	26.9

The report will display by customer, the invoice date and time, the invoice number, dispatch number, driver name, sell amount of the items on the invoice, cost amount of the items on the invoice, gross profit dollar amount, gross profit percentage, minutes it took to deliver (dispatch start to delivered/signed), delivery cost, net profit dollar amount, net profit percentage and summary totals for all the amounts and their percentages.

The calculated delivery cost is based upon the number of delivery minutes (DM), driver cost per hour (DCH), truck cost per mile (TCM) and average miles per hour (AMPH). Below is the algorithm for calculating the delivery cost:

```
Delivery Cost = ((DM / 60) x (DCH)) + (((DM / 60) x (AMPH)) x TCM)
```

Cost By Driver Report

- Within the *Reports* screen, left click on the down arrow selection list displayed below the *Reports*: section of the screen.
- Left click on the *Cost By Driver Report* menu option.
- When all the filtering option have been set, left click on the blue *Run Report* button.



The report will be displayed on the screen as shown:

Map View Drivers	Undispatched Ite	ems Current Di	spatched Unreturned Items	Reports						🌣 Setu	p 🕒 Logoff
st Analysis By Driver R Priver: Bob Smith	leport										
late	Dispatch	Customer #	Name	Sell	Cost	Gross Profit \$	Gross Profit %	Minutes	Delivery Cost	Net Profit \$	Net Profit *
2/13/2016 7:28:00 AM	213	253	CONE CHEVROLET	20.80	15.65	5.15	24.76	20	6.93	-1.78	-8.5
2/15/2016 9:14:00 AM	219	251	CERTIFIED APPLIANCE	443.19	344.00	99.19	22.38	26	9.01	90.18	20.3
2/15/2016 9:14:00 AM	219	262	VICKS AUTOMOTIVE	14.62	10.26	4.36	29.82	52	18.03	-13.67	-93.4
otals				478.61	369.91	108.70	22.71	98	33.97	74.73	15.6
Back											

The report will display by driver, the dispatch date and starting time, dispatch number, customer number, customer name, sell amount of the items on the dispatch, cost amount of the items on the dispatch, gross profit dollar amount, gross profit percentage, minutes it took to deliver (dispatch start to closed), delivery cost, net profit dollar amount, net profit percentage and summary totals for all the amounts and their percentages.

The calculated delivery cost is based upon the number of delivery minutes (DM), driver cost per hour (DCH), truck cost per mile (TCM) and average miles per hour (AMPH). Below is the algorithm for calculating the delivery cost:

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