



delivery tribe

**DELIVERY ADMIN**  
QUICK GUIDE ON SCHEDULING

2020

## Module Objective:

This user guide will assist the operator/manager in creating schedules in Delivery Admin.

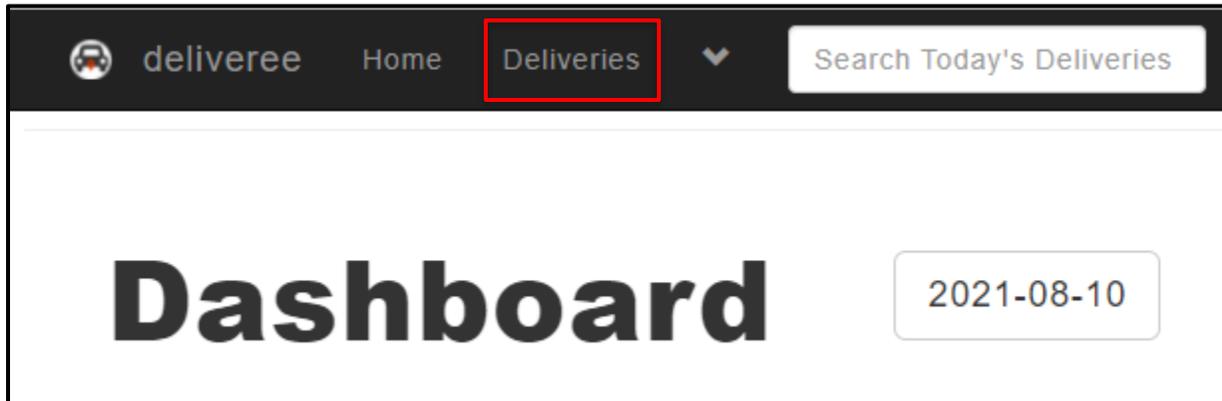
## Module Outcomes:

- Customers will be able to view orders for the next 7 days.

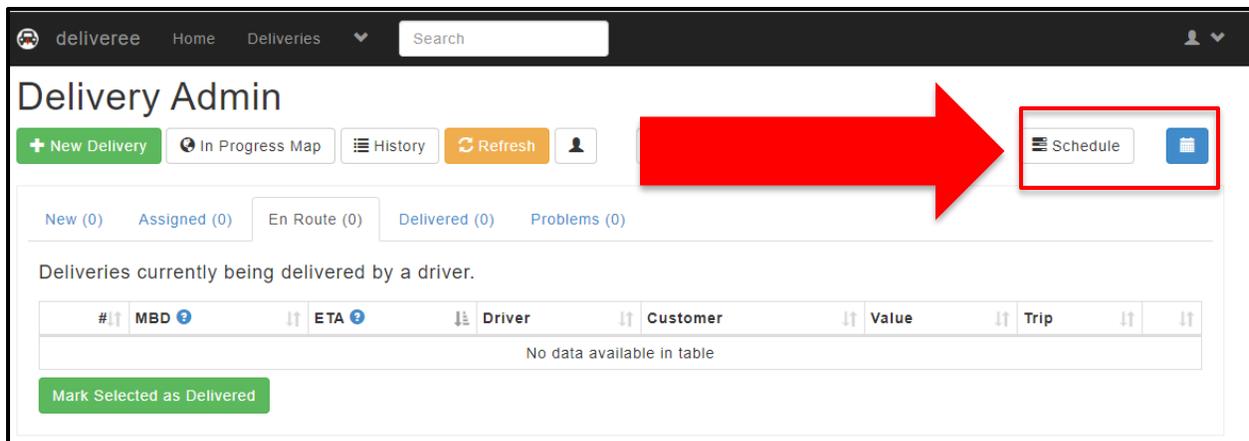
*\*This feature is only enabled for specific stores/brands.*

## Delivery Admin

From the home screen >select "deliveries" on the top left-hand side.

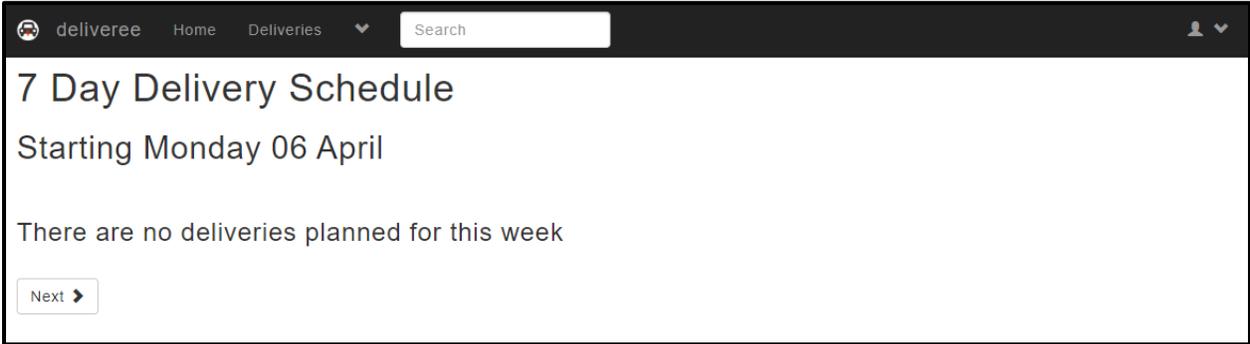


From the Delivery Admin page, the "Schedule" button appears next to the calendar icon on the top right-hand corner.



The schedule/planner view will assist the operator/manager in planning ahead.

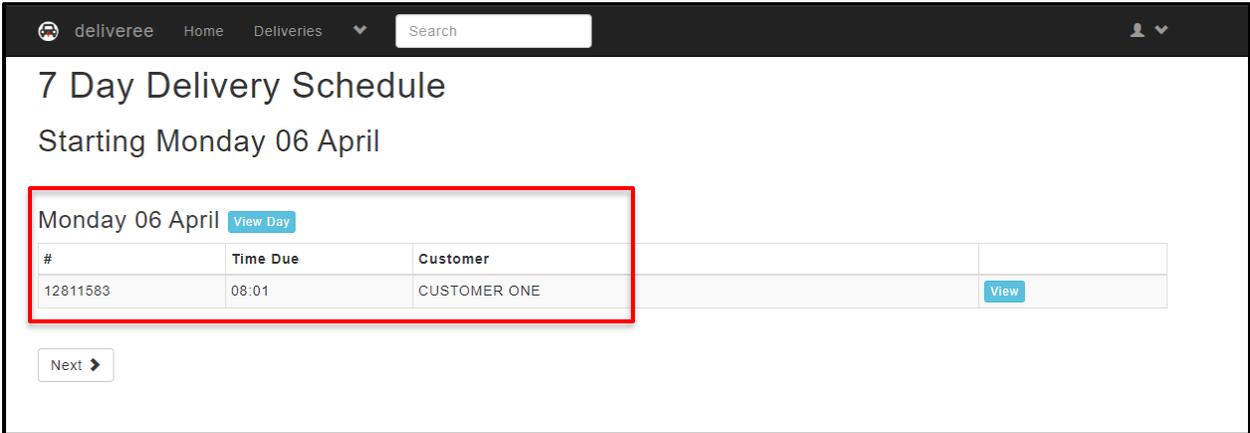
If there are no orders for the next seven days, the operator/manager will see the message below:



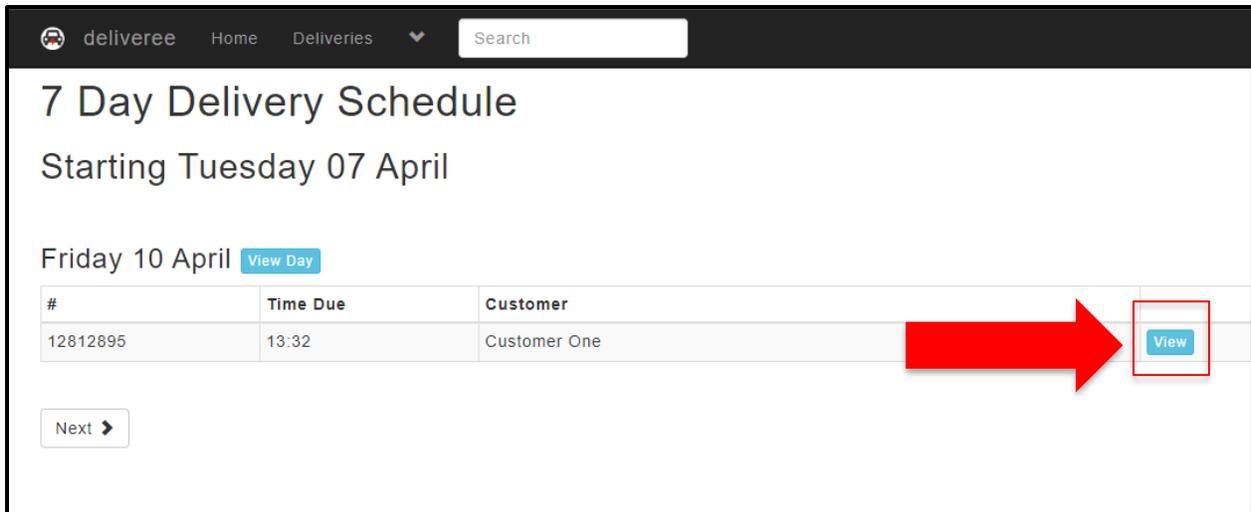
As future-dated orders come in, they will populate on the Schedule page.

The operator/manager will see:

- Order Number
- Time Due
- Customer



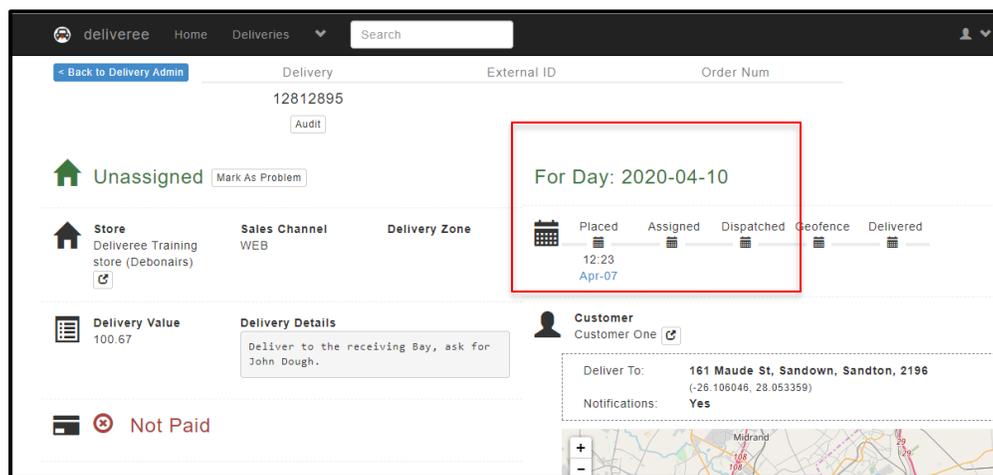
If the operator wishes to see the order details, they will select  on the right.



The operator/manager can page to the following day by selecting  at the bottom of the screen.

The order information will then pop up and all the details can be seen.

This includes, Store, Delivery Value, Delivery Details and for which day the delivery has been scheduled.



These orders can be GROUPED if there is more than one order, but they cannot be ASSIGNED until the day they are due.

*Once the order is marked as delivered by the driver, it will still show on the schedule as reference for the operator/manager.*