

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.

😣 deliveree	Home	Deliveries	*	Search Today's Deliveries
Das	shb	oa	rd	2021-08-10

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

😞 deliver	ee Home	Deliveri	es 🗸	Search								1 4
Delive	ery Adı	min									_	
+ New Delivery ● In Progress Map Image: History C Refresh Image: History												
New (0)	New (0) Assigned (0) En Route (0) Delivered (0) Problems (0)											
Deliveries currently being delivered by a driver.												
#↓	MBD 🕄	.↓†	ETA 🕄	Į≟.	Driver 🕸	Customer	.↓†	Value	J↑	Trip	J↑	1¢
No data available in table												
Mark Se	ected as Deliv	ered										

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:

😔 deliveree Home Deliveries 👻 Search	• •				
7 Day Delivery Schedule					
Starting Monday 06 April					
There are no deliveries planned for this week					

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

The operator/manager will see:

- Order Number
- Time Due
- Customer

😔 deliveree	Home Deliveries	♥ Search			
7 Day Delivery Schedule					
Starting Monday 06 April					
Monday 06	April View Day				
#	Time Due	Customer			
12811583	08:01	CUSTOMER ONE			

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

😣 deliveree	Home Deliveries	Search							
7 Day D	7 Day Delivery Schedule								
Starting T	Starting Tuesday 07 April								
Friday 10 A									
FILLAY TO A									
#	Time Due	Customer							
12812895	13:32	Customer One	View						
Next 🔰									

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.