



GROUP LEVEL ACCESS

DASHBOARD AND REPORTS

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Store Status Report	11
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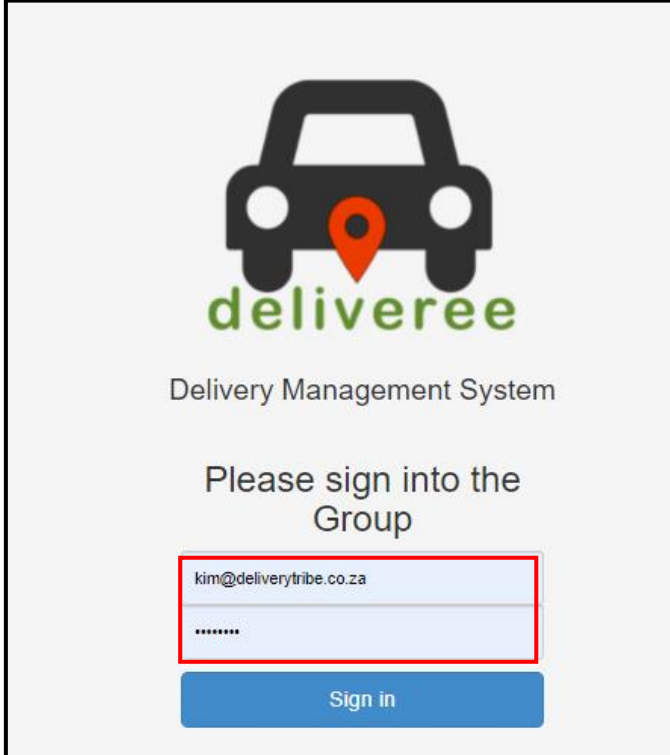
Using the username and password provided to you by support@deliverytribe.co.za, using Google chrome, Go to <https://wb.preview.deliverree.co.za/group>.


We recommend using Google Chrome as it is a more reliable browser.

You will be given access to the whole GROUP. this means you will see all regions and all brands until you use filters.

You will then be asked to sign in.

Type in your username and password, then click “sign in”.





deliverree

Delivery Management System

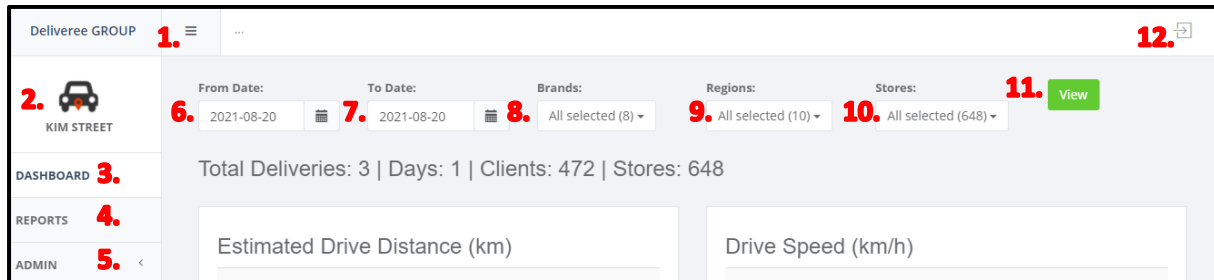
Please sign into the Group

kim@deliverytribe.co.za

Sign in

THE GROUP DASHBOARD

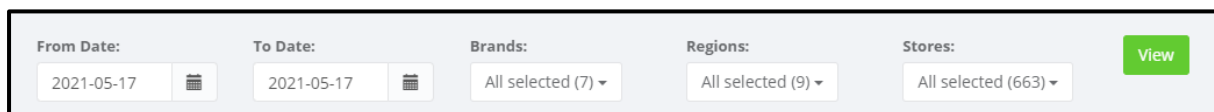
The dashboard is the home page/landing page you will see after you log in.




The following labels will assist in navigating the Group level access filters.


1. The filter to hide the navigation pane.
2. Your name.
3. The Dashboard Tab
4. Reports.
5. Admin.
6. From Date.
7. To Date.
8. The Brands
9. The Region (RCOE)
10. Stores.
11. View.
12. Log out.

To change the filters on this screen you will use numbers 6 to 10 in the image above.



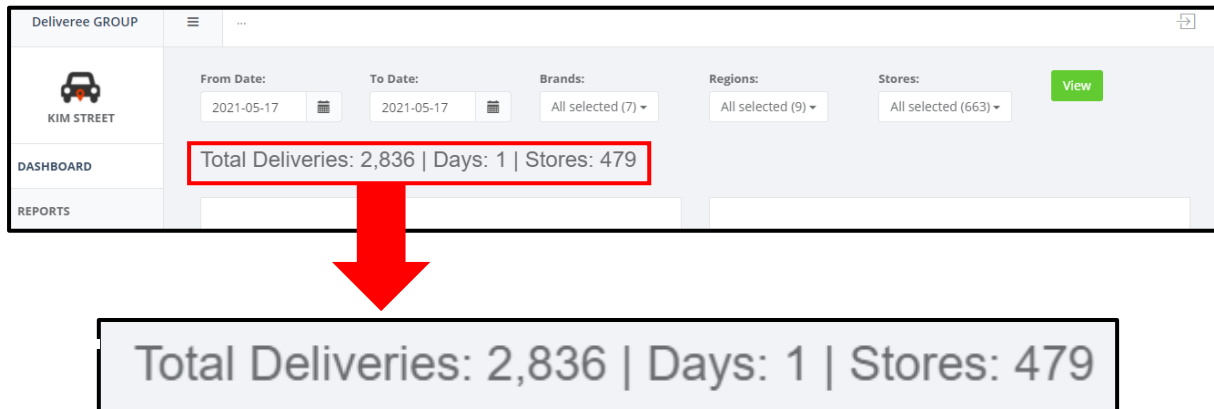
To choose a date, click . To change the Brand/Region/Stores, select from the dropdowns .



Once you click  you will see data for several important operational metrics.

Here you will also see a quick view of the total deliveries, the days and the number of stores being filtered in the data below.

Before changing the filters, you are seeing the data for TODAY.



Deliveriee GROUP

KIM STREET

DASHBOARD

REPORTS

From Date: 2021-05-17 To Date: 2021-05-17 Brands: All selected (7) Regions: All selected (9) Stores: All selected (663) View

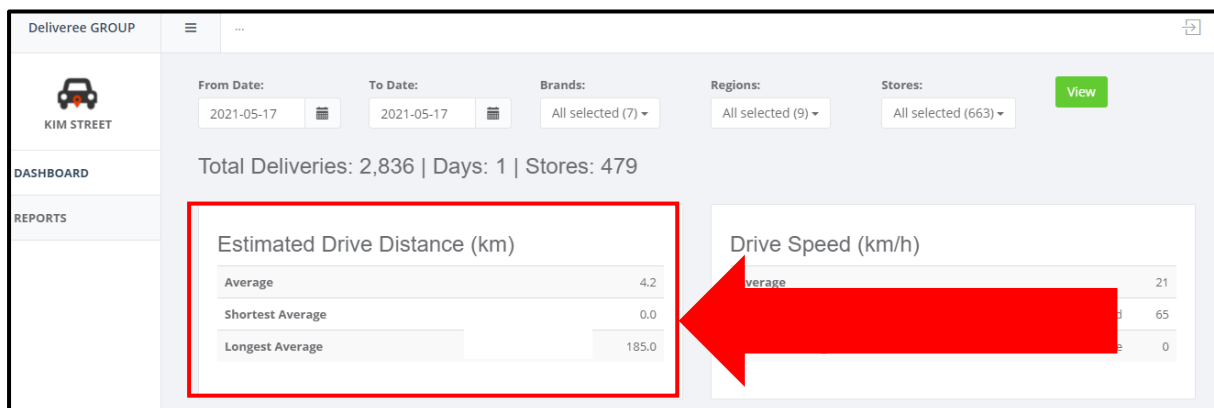
Total Deliveries: 2,836 | Days: 1 | Stores: 479

Total Deliveries: 2,836 | Days: 1 | Stores: 479

The Dashboard shows you 6 tables of data:

1. Estimated Drive distance.
2. Drive speed.
3. Drive time.
4. Drivers.
5. Orders.
6. Trips.

Estimated drive distance is displayed in Kilometres on the top left of the dashboard.



Deliveriee GROUP

KIM STREET

DASHBOARD

REPORTS

From Date: 2021-05-17 To Date: 2021-05-17 Brands: All selected (7) Regions: All selected (9) Stores: All selected (663) View

Total Deliveries: 2,836 | Days: 1 | Stores: 479

Estimated Drive Distance (km)	
Average	4.2
Shortest Average	0.0
Longest Average	185.0

Drive Speed (km/h)	
Average	21
Shortest Average	65
Longest Average	0

Here, the dashboard will show the group average, the store with the shortest average as well as the store with the longest average. From left to right you will see: Average, Shortest/Longest average, store name and km.

Below is an example.

Estimated Drive Distance (km)	
Average	4.6
Shortest Average	0.0
Longest Average	236.3

Drive Speed in kilometres per hour is shown on the top right-hand side of the Dashboard.

Deliveriee GROUP

KIM STREET

DASHBOARD

REPORTS

From Date: 2021-05-17
To Date: 2021-05-17
Brands: All selected (7)
Regions: All selected (9)
Stores: All selected (663)
View

Total Deliveries: 2,836 | Days: 1 | Stores: 479

Estimated Drive Distance (km)

Average	
Shortest Average	
Longest Average	

Drive Speed (km/h)

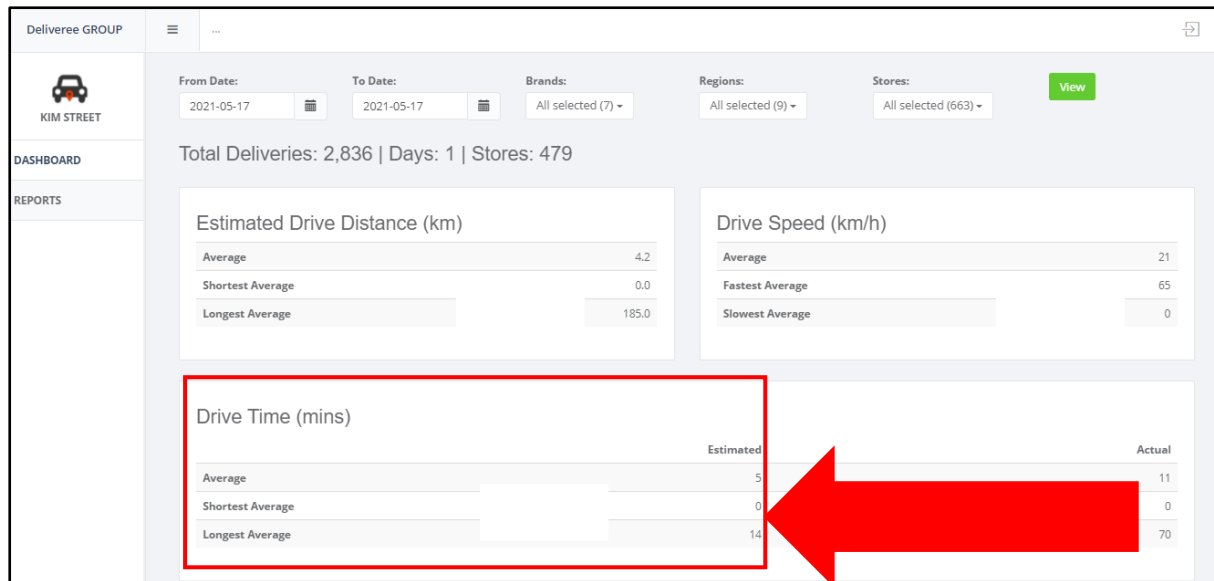
Average	21
Fastest Average	65
Slowest Average	0

Here, the dashboard will show the group average, the store with the fastest average as well as the store with the slowest average. From left to right you will see: Average, Fastest/Slowest average, store name and km/h.

Below is an example. (Names of stores have been redacted for confidentiality purposes).

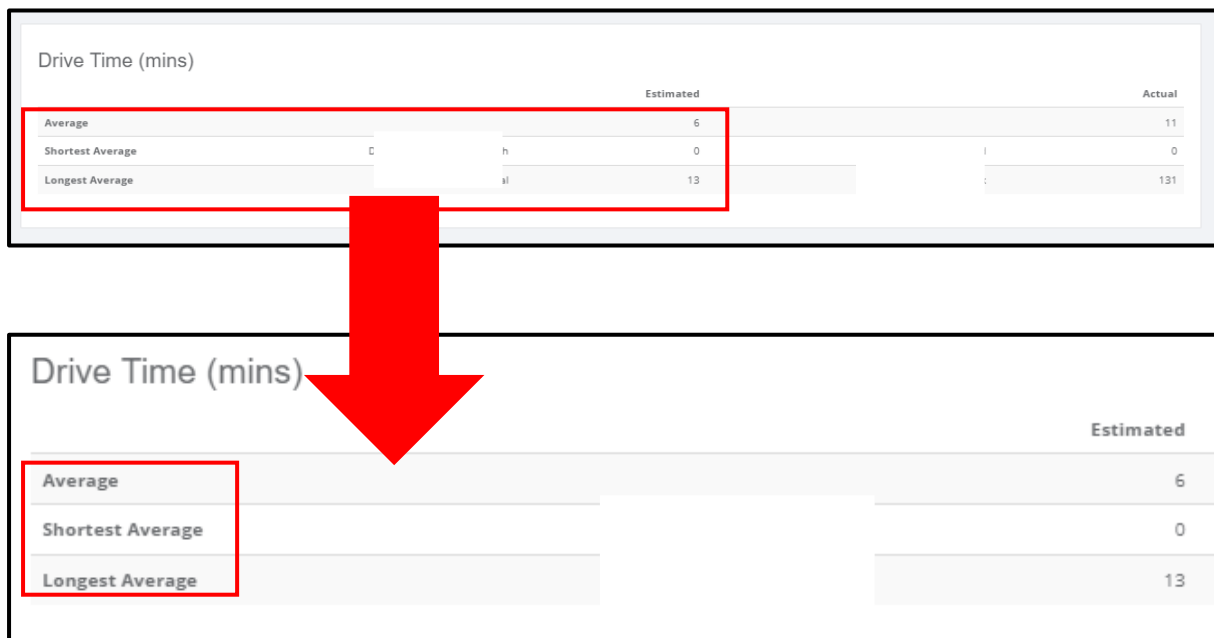
Drive Speed (km/h)	
Average	21
Fastest Average	51
Slowest Average	0

Drive Time in minutes is shown on the left-hand side of the dashboard.



From left to right you will see: Average, Estimated and Actual times in minutes.

Below is an example. (Names of stores have been redacted for confidentiality purposes).



Estimated Times:

Drive Time (mins)		Estimated
Average		5
Shortest Average		0
Longest Average		14


Actual Times:

Drive Time (mins)		Estimated	Actual
Average		6	11
Shortest Average		0	0
Longest Average		13	131

		Actual
		11
		0
		131

Drivers details are also on the left-side of the screen (you may need to scroll down to see this).

Deliveree GROUP



KIM STREET

DASHBOARD

REPORTS

Drivers

Number Drivers Logged In	815
Driver Shifts Worked	953
Number of Trips	1,783
Deliveries Completed	2,041
Average Deliveries Completed per Driver	3
Average Deliveries Completed per Shift	2
Average Orders per Driver per Hour	0.00
Average Orders per Trip	1.1


Orders

Total Delivery Orders	2,836
Deliveries Completed	2,029
- Orders Delivered on Time	1,339
- Orders Less than 5 minutes Late	182
- Orders Late	508
Delivery Orders Not Completed	807

Details shown here are:

1. The number of drivers logged in.
2. The number of shifts worked.
3. Number of trips
4. Deliveries completed.
5. Average Deliveries Completed per Driver
6. Average Deliveries Completed per Shift
7. Average Orders per Driver per Hour
8. Average Orders per Trip


Drivers		
Number Drivers Logged In	10	
Driver Shifts Worked	11	
Number of Trips	8	
Deliveries Completed	8	
Average Deliveries Completed per Driver	1	
Average Deliveries Completed per Shift	1	
Average Orders per Driver per Hour	0.14	
Average Orders per Trip	1	
Orders		
Total Delivery Orders	34	
Deliveries Completed	8	
- Orders Delivered on Time	6	
- Orders Less than 5 minutes Late	1	
- Orders Late	1	
Delivery Orders Not Completed	26	



Drivers

Number Drivers Logged In	10
Driver Shifts Worked	11
Number of Trips	8
Deliveries Completed	8
Average Deliveries Completed per Driver	1
Average Deliveries Completed per Shift	1
Average Orders per Driver per Hour	0.14
Average Orders per Trip	1

Orders is seen on the right-side of the dashboard, again you may need to scroll down to see this.

Deliverer GROUP	...
 KIM STREET	
DASHBOARD	
REPORTS	
Drivers	
Number Drivers Logged In	815
Driver Shifts Worked	953
Number of Trips	1,783
Deliveries Completed	2,041
Average Deliveries Completed per Driver	3
Average Deliveries Completed per Shift	2
Average Orders per Driver per Hour	0.00
Average Orders per Trip	1.1
Orders	
Total Delivery Orders	2,836
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- Orders Less than 5 minutes Late	182
- Orders Late	508
Delivery Orders Not Completed	807

Details shown here are:

1. Total Delivery Orders
2. Deliveries Completed
 - Orders Delivered on Time
 - Orders Less than 5 minutes Late
 - Orders Late
3. Delivery Orders Not Completed

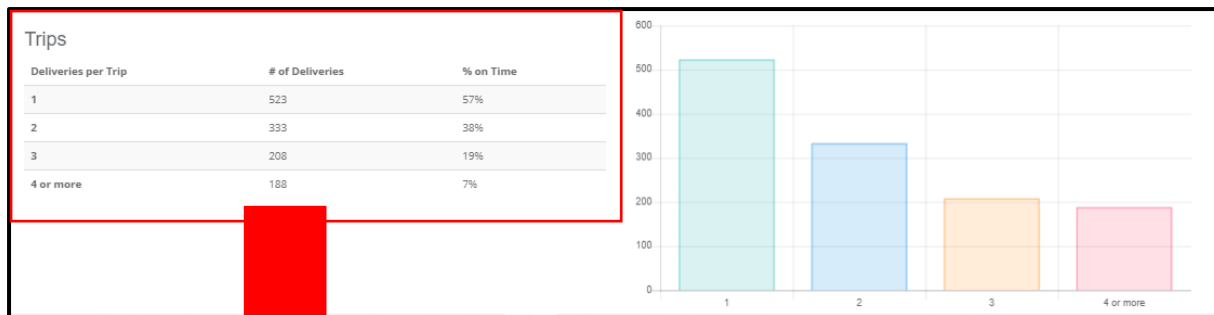
Drivers	
Number Drivers Logged In	10
Driver Shifts Worked	11
Number of Trips	8
Deliveries Completed	8
Average Deliveries Completed per Driver	1
Average Deliveries Completed per Shift	1
Average Orders per Driver per Hour	0.14
Average Orders per Trip	1
Orders	
Total Delivery Orders	34
Deliveries Completed	8
- Orders Delivered on Time	6
- Orders Less than 5 minutes Late	1
- Orders Late	1
Delivery Orders Not Completed	26



Orders	
Total Delivery Orders	34
Deliveries Completed	8
- Orders Delivered on Time	6
- Orders Less than 5 minutes Late	1
- Orders Late	1
Delivery Orders Not Completed	26

Trips are seen on the left-side of the dashboard, again you may need to scroll down to see this.

Scroll down to see Trip data:



Trips

Deliveries per Trip	# of Deliveries	% on Time
1	523	57%
2	333	38%
3	208	19%
4 or more	188	7%

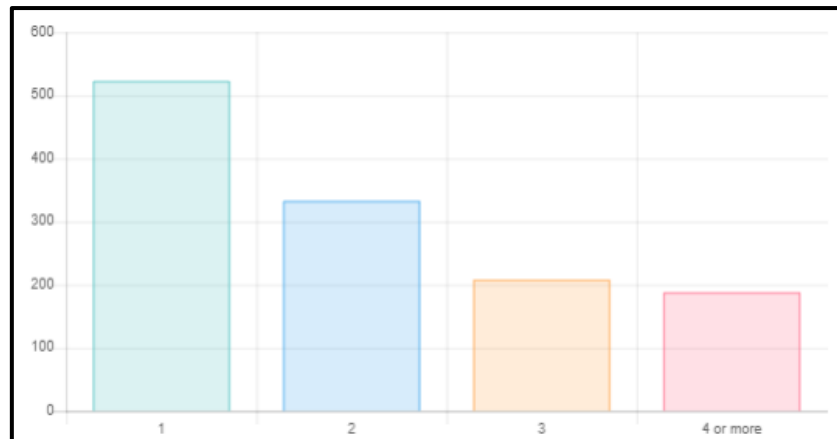
On the left, you will see tabulated Trip details.

Here you will see (from left to right) :

1. Deliveries per trip
2. # of deliveries where this applies
3. % on time.

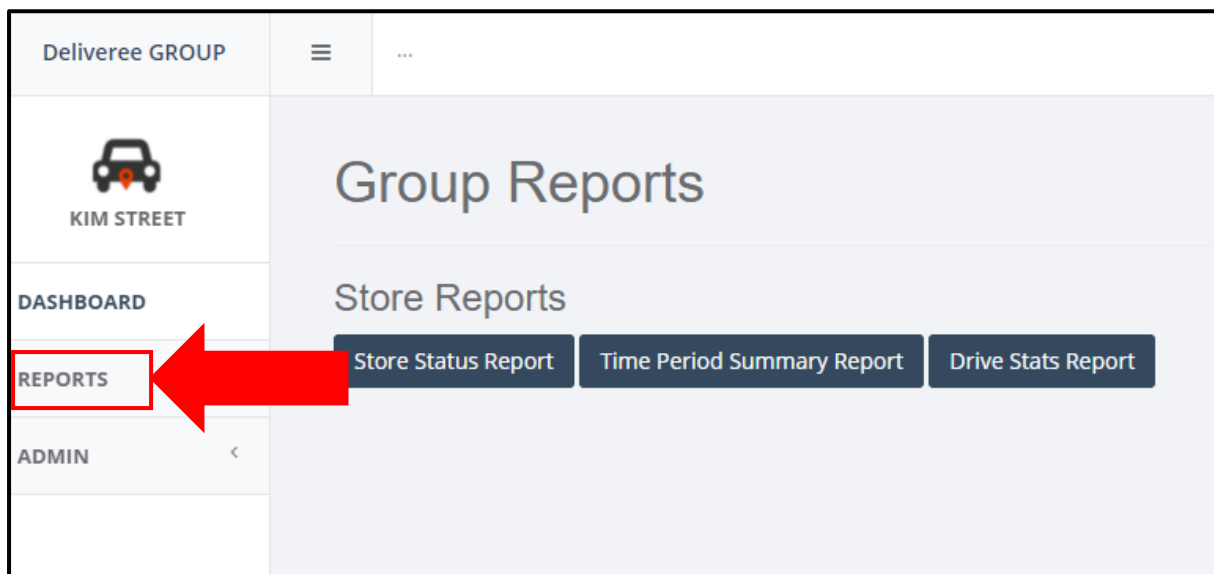
In the example above, we see that the more deliveries a driver takes in a trip the LESS likely they are to be on time.

On the right this data is then populated in a colour coded bar graph:



GROUP REPORTS

On the top left-hand side of the screen, below your name, click “reports”.



There are currently three reports available on the Group Dashboard.

1. Store Status Report
2. Time Period Summary Report
3. Drive Stats Report

Store Status Report

On both the Store Status and the Time Period Report, you can use filters for ease of reading.

Store Status Report (2021-08-20 - 2021-08-20)

From Date:

To Date:

Brands:

Regions:

Stores:


View

Step one, select the “from date” or starting date you want to see statistics for:

Store Status Report (2021-05-17 - 2021-05-17)

From Date:

To Date:

Click  and then click on the date.

Store Status Report (2021-05-17 - 2021-05-17)

From Date:

To Date:

Brands:

Regions:

Stores:

View

Export to Excel

<

May 2021

>

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Step two, select the “To date” or starting date you want to see statistics for:


Store Status Report (2021-05-17 - 2021-05-17)

From Date:

2021-05-17

To Date:

2021-05-17

Click  and then click on the date.

Store Status Report (2021-05-17 - 2021-05-17)

From Date:

2021-05-09

To Date:

2021-05-16

Brands:

Regions:

Stores:

View

Export to Excel

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Change the filters for Brands, Regions and Stores where needed:

Store Status Report (2021-05-17 - 2021-05-17)

From Date:

2021-05-09

To Date:

2021-05-16

Brands:

All selected (7) ▾

Regions:

All selected (9) ▾

Stores:

All selected (663) ▾



View



Then click.


The store status report can be **exported to Excel**.

Store Status Report (2021-05-09 - 2021-05-16)

From Date:	<input type="text" value="2021-05-09"/>	
To Date:	<input type="text" value="2021-05-16"/>	
Brands:	<input type="text" value="All selected (7)"/>	
Regions:	<input type="text" value="All selected (9)"/>	
Stores:	<input type="text" value="All selected (663)"/>	

View

Export to Excel




Above some of the columns, you will see a (?) icon:

This explains what the data is. This is available only on the interface.

Export to Excel

Ref	Client	Franchise Manager	Brand	Region	# Deliveries
				Kwa Zulu Natal	0
				Kwa Zulu Natal	1



Export to Excel

Ref	Client	Franchise Manager	Brand	Region	# Deliveries
				Kwa Zulu Natal	0
				Kwa Zulu Natal	1

Export to Excel

Ref	Client	Franchise Manager	Brand	Region	# Deliveries
				Kwa Zulu Natal	0
				Kwa Zulu Natal	1

Export to Excel

Ref	Client	Franchise Manager	Brand	Region	# Deliveries
				Kwa Zulu Natal	0
				Kwa Zulu Natal	1

The report will show the following data (from left to right):

1.	2.	3.	4.	5.	6.	7.	8.	9.
Ref	Client	Franchise Manager	Brand	Region	# Deliveries	Problem	Total Store Deliveries	10% Grace on problem deliveries
						#	%	
				Kwazulu-Natal	1015	52	4.87	1067
				Kwazulu-Natal	1221	23	1.85	1244
				Gauteng	401	1	0.25	402
				Gauteng	204	1	0.49	205


1. Ref- This is the reference number of the store based the restaurant number provided to Delivery Tribe by the Franchisor.
2. Client (store name indicating if it is a standalone or combo)
3. Franchise Manager Name
4. Brand- to assist in filtering data per brand in combo stores.
5. Region
6. # Deliveries (total deliveries *excluding problem orders*)
7. Problem deliveries refer to the below article for more info
: <http://support.deliverytribe.co.za/support/solutions/articles/44002153849-reports-problem-deliveries-repot>
8. Total Store Deliveries (This includes Problems)
9. 10% Grace on problem deliveries- 10% of The total store deliveries that can be marked as a problem if needed.


Stores that exceed 10% of problem orders have been **highlighted RED** to indicate that this is outside of the norm.

Ref	Client	Franchise Manager	Brand	Region	# Deliveries	Problem	
						#	%
				Gauteng West	0	2	100.00
				Gauteng West	0	1	100.00
				Gauteng East	0	1	100.00

Type in a store name/ reference number in the search bar to quickly search for one store:

Store Status Report (2021-07-01 - 2021-07-31)

From Date: 

To Date: 

Brands:

Regions:

Stores:

[View](#)

[Export to Excel](#)

Search:

If you scroll down, you will be able to use a sliding bar to see the report data on the right:

Export to Excel

Search: new market

Ref	Client	Franchise Manager	Brand	Region	# Deliveries	Problem #	% Problem	Total Store Deliveries	10% Grace on problem deliveries	Delivered #	% Delivered	Actual % of Orders Delivered
				Gauteng	1	0.25	402	40	398	99.25	99.75	
				Gauteng	1	0.49	205	21	202	99.02	99.51	
				Gauteng	22	1.63	1351	135	1324	99.62	98.37	

Showing 1 to 3 of 3 entries (filtered from 648 total entries)

© Deliverree 2015-2021

Deliverree Group

Here you will see the rest of the report data as shown below:

10.	11.	12.	13.	14.	15.	16.	17.	18.	19.
Delivered	Actual % of Orders Delivered	New Total for orders to be delivered incl problems & 10% grace	% of orders delivered (10% grace applied)	Not Marked Delivered	Marked Delivered by "Tell customer I'm here"	Marked Delivered in App	Marked Delivered by Driver	Driver Potential %	Driver Benchmark
# %				# %	# %	# %	# %		
398 99.25	99.75	361.80	100.00	3 0.75	310 77.89	88 22.11	398 100.00	99.00	320.8

10. Delivered- Total orders delivered # and %.

11. Actual % of orders delivered (includes all problem orders)

%Delivered is also colour coded:

RED - Poor These stores require the most intervention. Below 21% of orders delivered.

Yellow - Stores in the "grey area" and challenges need to be addressed. Between 22% and 75% of orders have been delivered.

Green - Top performing stores. 75% and more deliveries have been marked delivered.

12. New Total for orders to be delivered incl problems and 10% grace

13. % Of orders delivered (10% grace applied)

% of orders delivered is colour coded:

RED - Poor These stores require the most intervention. Below 21% of orders delivered.

Yellow - Stores in the "grey area" and challenges need to be addressed. Between 22% and 75% of orders have been delivered.

Green - Top performing stores. 75% and more deliveries have been marked delivered.

14. Not Marked delivered (# and %) these orders are hanging on the system as either unassigned or enroute, the order was never delivered.

15. Marked Delivered by "tell customer I'm here" This is seen as "by notify" on Deliveree. The driver has pressed "Tell customer I'm here" in the app. Can be compared to the Deliveree status report:

<http://support.deliverytribe.co.za/support/solutions/articles/44002129949-reports-delivery-status-report>

% Tell customer I'm here is also colour coded:

RED - Poor These stores require the most intervention. Below 21% of orders delivered by Tell customer Im here- Customers are NOT notified of the driver's arrival.

Yellow - Stores in the "grey area" and challenges need to be addressed. Between 22% and 75% of customers get notified when a driver has arrived.

Green - Top performing stores. 75% and more customers are notified that the driver has arrived.

16. Marked delivered in App. Seen as “Manually Marked” in Deliveree. Where the “Tell customer I’m here” button did not appear.
17. Marked by Driver (Total marked in App PLUS Tell Customer I’m here).
18. **Driver Potential:** The total amount of orders marked by the driver out of the total deliveries that were processed by Deliveree (Includes problems).
19. Driver Benchmark- This states 80% or more of ALL orders should be marked delivered by the driver.
20. Delivered Before Due- (3 and %) on time orders – MBD

% Before Due is also colour coded:

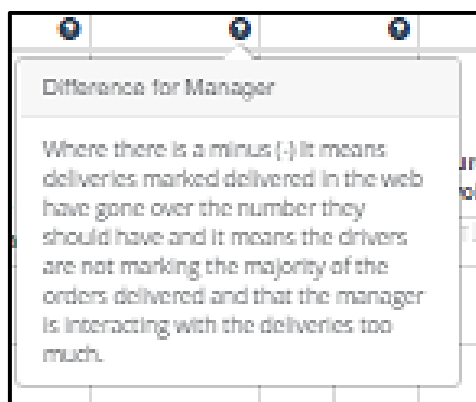
RED- Poor These stores require the most intervention. Below 21% of orders on time.

Yellow- Stores in the “grey area” and challenges need to be addressed. Between 22% and 75% of orders are delivered on time

Green- Top performing stores. 75% and more orders are delivered on time.

20.	21.	22.	23.	24.	25.	26.	27.	28.	29.
Delivered Before Due	Marked Delivered at Driver Station	Manager Benchmark	Difference for Manager	Source: Yumbi	Source: Aura Invoicing	Source: Aura Other	Source: Web	Devices	Drivers Logged In
# %	# %			# %	# %	# %	# %	Active Used	
277 69.60	0 0.00	80.2	80.2	43 10.70	92 22.89	267 66.42	0 0.00	22 11	9

21. Marked delivered at the driver station (# and %)
22. Manager Benchmark- This states 20% or LESS of ALL orders can be marked delivered by the manager if needed. The aim however is that the driver marks 100% of orders delivered in the App.
23. Difference for the manager- How many orders the manager marked delivered on the U.I.

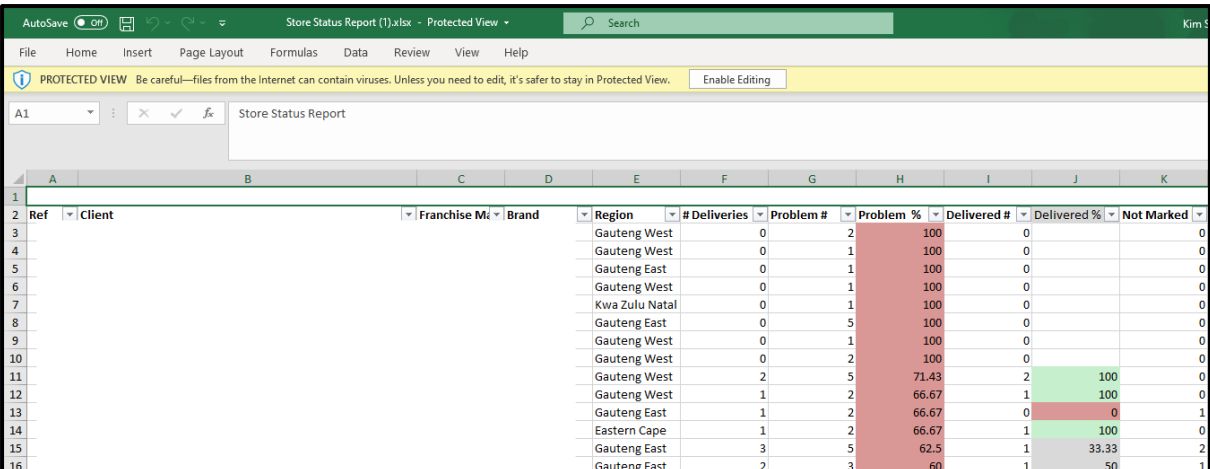


24. Source Yumbi- shows all orders from Yumbi (Can indicate a failed order in an ecosystem environment or a non-AURA store)
25. Source: Aura Invoicing- shows orders rung up in the Aura POS
26. Source: Aura-Other- These are call in and online orders that have synced with Aura. (Where a full ecosystem exists- YUMBI, AURA and Deliverree)
27. Source Web: These are orders rung up in Delivery Admin on Deliverree.
28. Devices (Used/Active) - How many devices are listed on the system (active) and how many were logged into during the time (used).
29. Drivers Logged In - How many drivers logged into the used devices.
30. Client Type- Stand Alone, Combo Store or Hub
31. Auto Assign- If the store has Auto assign running- Yes or No.

30.	31.
Client Type ↑↓	Auto Assign ↑↓
Combo Store	no
Combo Store	no
Combo Store	no

When exporting to excel the ref number pulls through as well as all the other columns.

The colour coding also pulls through, except Yellow stores show as GREY.

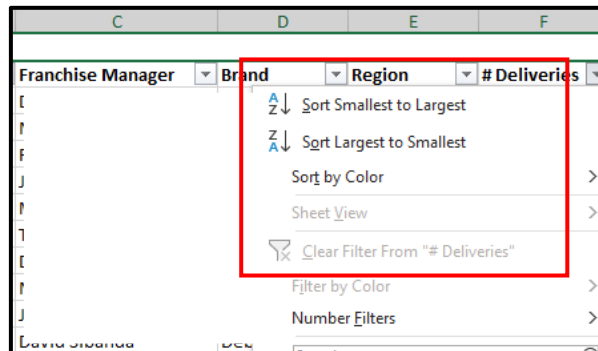


Ref	Client	Franchise M	Brand	Region	# Deliveries	Problem #	Problem %	Delivered #	Delivered %	Not Marked
3				Gauteng West	0	2	100	0		0
4				Gauteng West	0	1	100	0		0
5				Gauteng East	0	1	100	0		0
6				Gauteng West	0	1	100	0		0
7				Kwa Zulu Natal	0	1	100	0		0
8				Gauteng East	0	5	100	0		0
9				Gauteng West	0	1	100	0		0
10				Gauteng West	0	2	100	0		0
11				Gauteng West	2	5	71.43	2	100	0
12				Gauteng West	1	2	66.67	1	100	0
13				Gauteng East	1	2	66.67	0	0	1
14				Eastern Cape	1	2	66.67	1	100	0
15				Gauteng East	3	5	62.5	1	33.33	2
16				Gauteng East	2	3	60	1	50	1

Enable Editing

To edit the spreadsheet, click

Standard Excel filters apply, and Admin can filter from largest to smallest or smallest to largest and where applicable by colour:



Time Period Report

On both the Store Status and the Time Period Report, you can use filters for ease of reading.

Time Period Summary Report (2021-02-01 - 2021-02-28)

From Date:

2021-02-01

To Date:

2021-02-28

Brands:

All selected (3)

Regions:

Botswana

Stores:

All selected (20)

View

An overview of information is shown as below:

On the left-hand side, you will see your delivery day separated into different time periods:

Morning (0am-12pm)
 Lunch (12pm-3pm)
 Mid Afternoon (3pm-6pm)
 Dinner (6pm-9pm)
 Late Night (9pm-0am)

Here you will see a total on the bottom left as well.




Overview								
Time Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Morning (0am-12pm)								
Timing								
% Delivered	25%	24%	23%	24%	25%	26%	27%	25%
Total Deliveries	245	289	333	333	384	625	768	2,977
Num Drivers	23	24	22	21	24	28	29	24.4
Lunch (12pm-3pm)								
Timing								
% Delivered	21%	22%	21%	22%	23%	24%	25%	22%
Total Deliveries	602	664	845	779	1,051	1,789	1,766	7,459
Num Drivers	26	25	28	26	29	31	27	27.4
Mid Afternoon (3pm-6pm)								
Timing								
% Delivered	15%	14%	13%	14%	15%	16%	17%	15%
Total Deliveries	742	728	978	940	1,353	1,802	1,575	8,218
Num Drivers	20	19	23	20	23	19	15	19.9
Dinner (6pm-9pm)								
Timing								
% Delivered								
Total Deliveries	0	0	0	0	0	0	0	0
Num Drivers	0	0	0	0	0	0	0	0
Late Night (9pm-0am)								
Timing								
% Delivered								
Total Deliveries	0	0	0	0	0	0	0	0
Num Drivers	0	0	0	0	0	0	0	0
Total								
Timing								
% Delivered	19%	18%	19%	20%	21%	22%	23%	20%
Total Deliveries	1,589	1,681	2,159	2,052	2,788	4,216	4,209	18,694
Num Drivers	23	22.7	24.3	22.3	25.3	26	23.7	23.9

During each time period, you will see:

Time Period
Morning (0am-12pm)
Timing
% Delivered
Total Deliveries
Num Drivers

1. Timing
2. % Delivered
3. Total Deliveries
4. Number of Drivers

Here you can assess trends for ever day of your delivery week:

Overview			
Time Period	Mon	Tue	Wed
Morning (0am-12pm)			
Timing			
% Delivered	28%	25%	24%
Total Deliveries	385	438	539
Num Drivers	25	27	26

The same colour coding applies to all reports:

GREEN: On time- delivered within the 32 minutes.

ORANGE: 5 minutes late- delivered 5 minutes after the 32 minutes.

RED: Late- delivered later than 5 minutes after the 32 minutes.

Scroll down to see **Resource Allocation**:

On the left-hand side, you will see your delivery day separated into different time periods:

Morning (0am-12pm)

Lunch (12pm-3pm)

Mid Afternoon (3pm-6pm)

Dinner (6pm-9pm)

Late Night (9pm-0am)

Here you will see a total on the bottom left as well.

Resource Allocation									
Morning (0am-12pm)	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	
Total Orders	245	289	333	333	384	625	768	2,977	
Drivers Logged In	23	24	22	21	24	28	29	171	
Lunch (12pm-3pm)	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	
Total Orders	602	664	848	779	1,051	1,789	1,766	7,499	
Drivers Logged In	26	25	28	26	29	31	27	192	
Mid Afternoon (3pm-6pm)	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	
Total Orders	742	728	978	940	1,353	1,802	1,675	8,218	
Drivers Logged In	20	19	23	20	23	19	15	139	
Dinner (6pm-9pm)	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	
Total Orders	0	0	0	0	0	0	0	0	
Drivers Logged In	0	0	0	0	0	0	0	0	
Late Night (9pm-0am)	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	
Total Orders	0	0	0	0	0	0	0	0	
Drivers Logged In	0	0	0	0	0	0	0	0	
Total	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Grand Total	
Total Orders	1,589	1,681	2,159	2,052	2,788	4,216	4,209	18,694	
Drivers Logged In	23	22.7	24.3	22.3	25.3	26	23.7	167.3	

Here you can assess trends for ever day of your delivery week and plan your Driver's schedule accordingly:

Resource Allocation		
Morning (0am-12pm)	Mon	Tue
Total Orders	385	438
Drivers Logged In	25	27
Lunch (12pm-3pm)	Mon	Tue
Total Orders	967	1,011
Drivers Logged In	27	30

Scroll down to see **Timing**:

On the left-hand side, you will see your delivery day separated into different time periods:

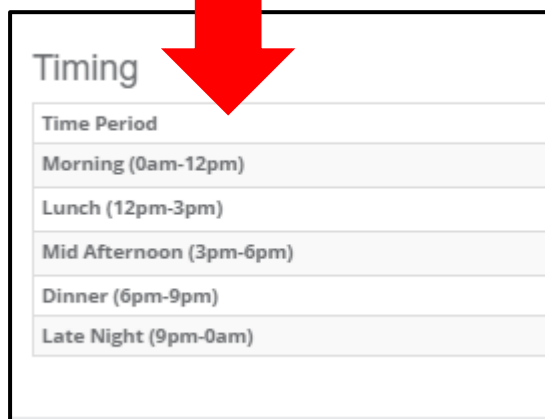
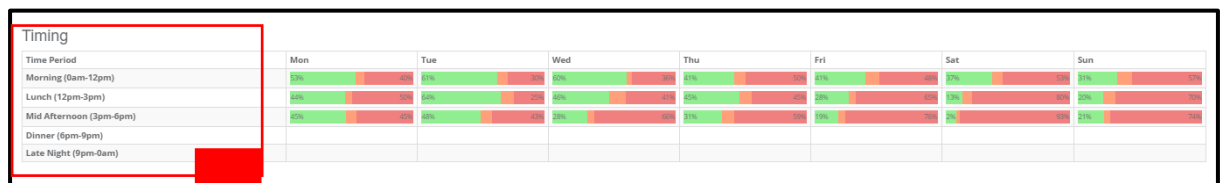
Morning (0am-12pm)

Lunch (12pm-3pm)

Mid Afternoon (3pm-6pm)

Dinner (6pm-9pm)

Late Night (9pm-0am)



The same colour coding applies to all reports:

GREEN: On time- delivered within the 32 minutes.

ORANGE: 5 minutes late- delivered 5 minutes after the 32 minutes.

RED: Late- delivered later than 5 minutes after the 32 minutes.

Scroll down to see **Percentage delivered**:

On the left-hand side, you will see your delivery day separated into different time periods:

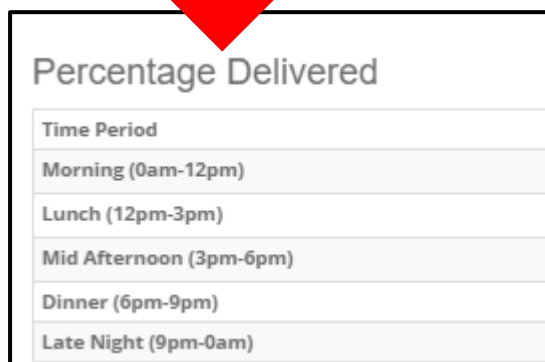
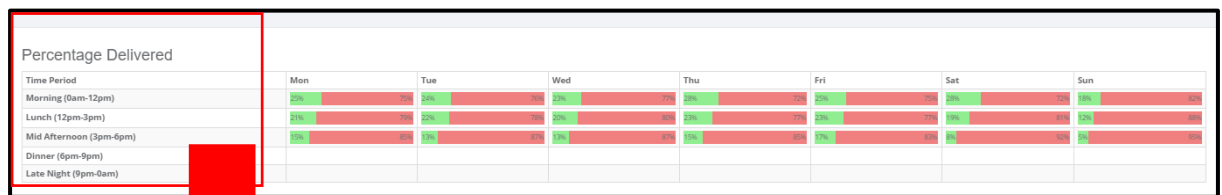
Morning (0am-12pm)

Lunch (12pm-3pm)

Mid Afternoon (3pm-6pm)

Dinner (6pm-9pm)

Late Night (9pm-0am)



The same colour coding applies to all reports:

GREEN: On time- delivered within the 32 minutes.

ORANGE: 5 minutes late- delivered 5 minutes after the 32 minutes.

RED: Late- delivered later than 5 minutes after the 32 minutes.

Drive Stats Report

Drive Stats Report shows all important information relating to Driver's trips, including drive time and drive distance per client for a given time frame.

Users can filter for a day/week/month etc to get the TOTAL Drive Time (mins) and the TOTAL Drive Distance (km).

In the example below, we can see how much time (Drive time in minutes) and how far (Drive Distance in kilometres) Drivers have gone to fulfil deliveries.

Drive Stats (2021-10-01 - 2021-10-31)			
From Date:	2021-10-01		
To Date:	2021-10-31		
Brands:	Fishaways		
Regions:	All selected (7)		
Stores:	67 selected		
View			
Export to Excel			
Search: <input type="text"/>			
#	Client	Drive Time (Min)	Drive Distance (Km)
		1856.45	1303.65
		5135.13	1449.33
		60.15	97.53
		689.77	389.00

This report can also be exported to Excel for easy sharing.

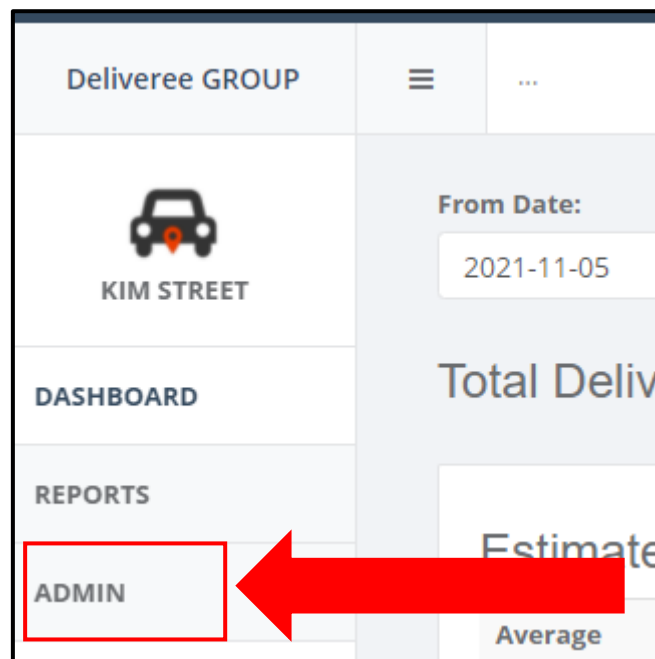
Store Status Report			
#	Client	Drive Time (Min)	Drive Distance (Km)
1		1856.45	1303.65
2		5135.13	1449.33
3		60.15	97.53
4		689.77	389.00
5		995.82	825.63
6		1487.73	805.94
7		116.27	777.99
8		1670.25	9633.99
9		480.97	413.30
10		843.43	20969.65
11		3061.75	59402.40
12		1510.72	17594.35
13		3408.67	13943.00
14		1613.85	5304.38
15		1149.98	607.50
16		9889.92	3842.84
17		490.13	255.92
18		3949.28	2354.27
19		2297.97	8231.32
20		1983.65	764.65
21		595.47	241.78
22		270.07	130.23
23		2153.20	5531.50
24		1701.95	11175.49

GROUP ADMIN (BRAND HEADS ONLY)





































All data can now be managed directly by the Brand Heads for their Brand.

When store allocations change, or people leave the team, the Brand Heads have access to Amend this in Group Admin and it will then change what is shown on the reports.

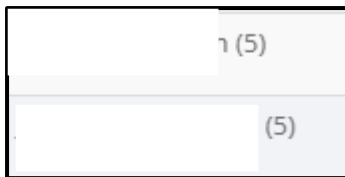
At the top on the left, you will see a dropdown next to ADMIN and it will allow you to click on Group managers.




Here you will see the current list of Group Managers:

Deliverree GROUP	...																
KIM STREET	Group Managers																
DASHBOARD	Add New Manager																
REPORTS	Show 10 entries Search:																
ADMIN	<table> <thead> <tr> <th>Name</th><th>Type</th><th></th></tr> </thead> <tbody> <tr> <td>Anri Janse (6)</td><td>Operations Manager</td><td>  </td></tr> <tr> <td>Mariette Fourie (4)</td><td>Operations Manager</td><td>  </td></tr> <tr> <td>Gert Bosch (3)</td><td>Operations Manager</td><td>  </td></tr> <tr> <td>Mbongeni Mthabela (1)</td><td>Operations Manager</td><td>  </td></tr> </tbody> </table>		Name	Type		Anri Janse (6)	Operations Manager	  	Mariette Fourie (4)	Operations Manager	  	Gert Bosch (3)	Operations Manager	  	Mbongeni Mthabela (1)	Operations Manager	  
Name	Type																
Anri Janse (6)	Operations Manager	  															
Mariette Fourie (4)	Operations Manager	  															
Gert Bosch (3)	Operations Manager	  															
Mbongeni Mthabela (1)	Operations Manager	  															

The number in brackets next to the OM names indicates how many FM's reports to them:



Click  on the right side of each name to view.








Here you will see a manager details as well as the list of Managers assigned to them (where applicable).


View Manager:

[Back to Managers](#)
[Edit](#)

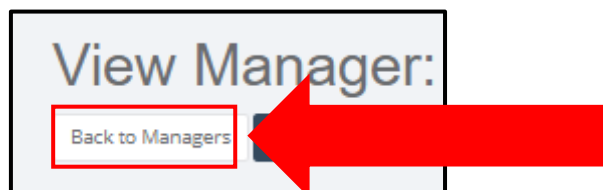
ID	18
Manager Type	Operations Manager
Name	A
Manager	A
Manager Since	2021-10-28 11:39:02

Managers Assigned to Adri van Heerden

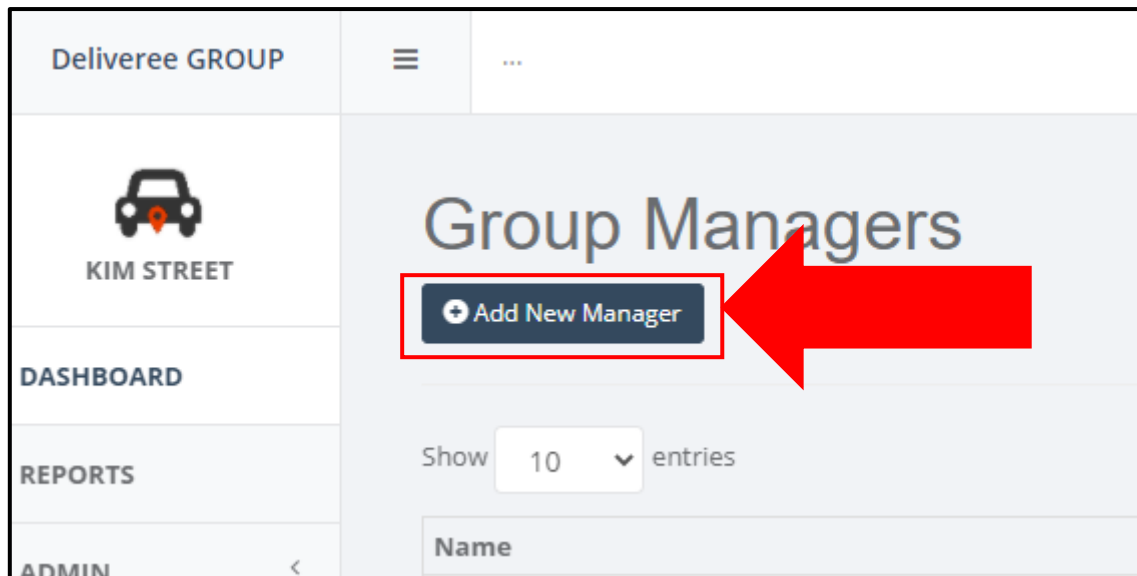
Name		
		
		
		
		
		
		
		

Here you can click  on the right to remove an assigned manager from the list.

To go back to the list of all managers click "Back to managers".

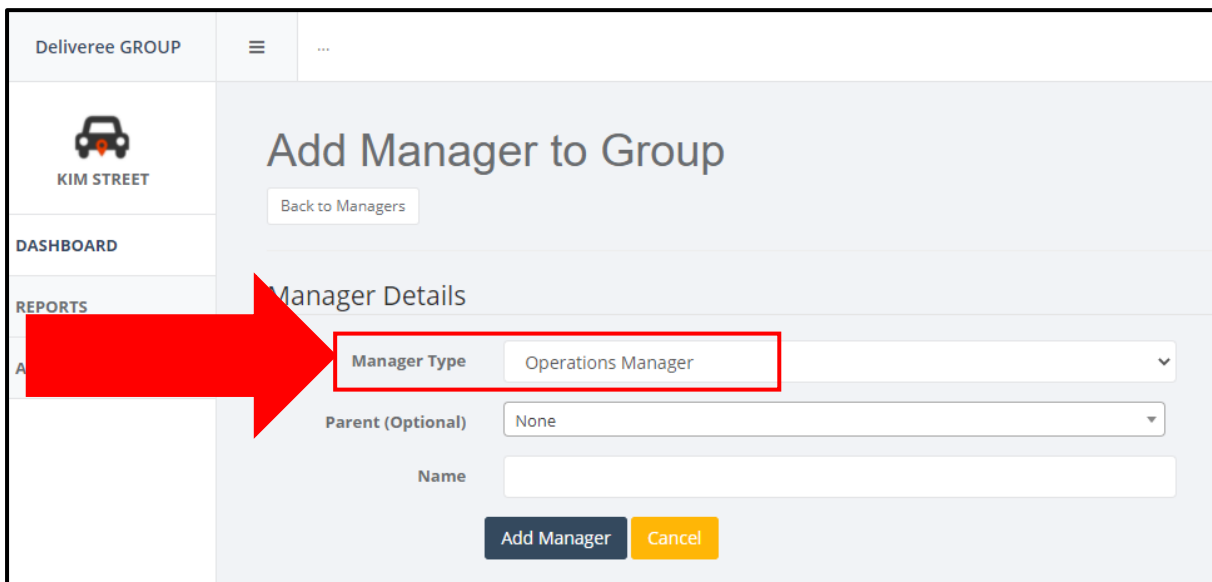


At the top on the left, you will be able to Add new Managers.

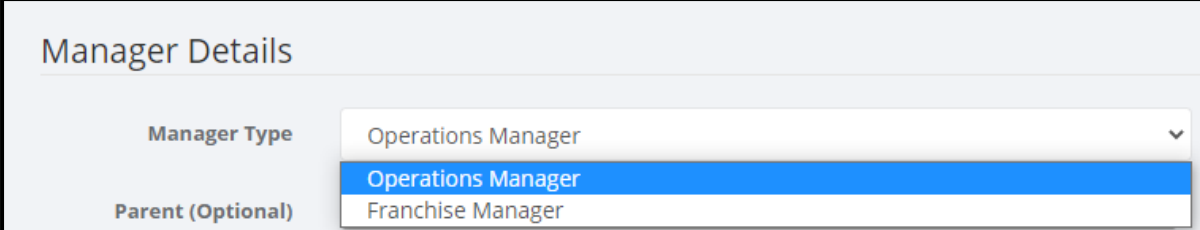


There are only two manager types available:

1. Operations Manager
2. Franchise Manager

The screenshot shows the 'Add Manager to Group' form. At the top, there is a 'Back to Managers' button. Below it is the 'Manager Details' section. The 'Manager Type' dropdown menu is highlighted with a red rectangle and has a large red arrow pointing to it from the left. The dropdown is currently set to 'Operations Manager'. Below this is the 'Parent (Optional)' dropdown, which is set to 'None'. There is also a 'Name' input field. At the bottom right are two buttons: 'Add Manager' (dark blue) and 'Cancel' (yellow).

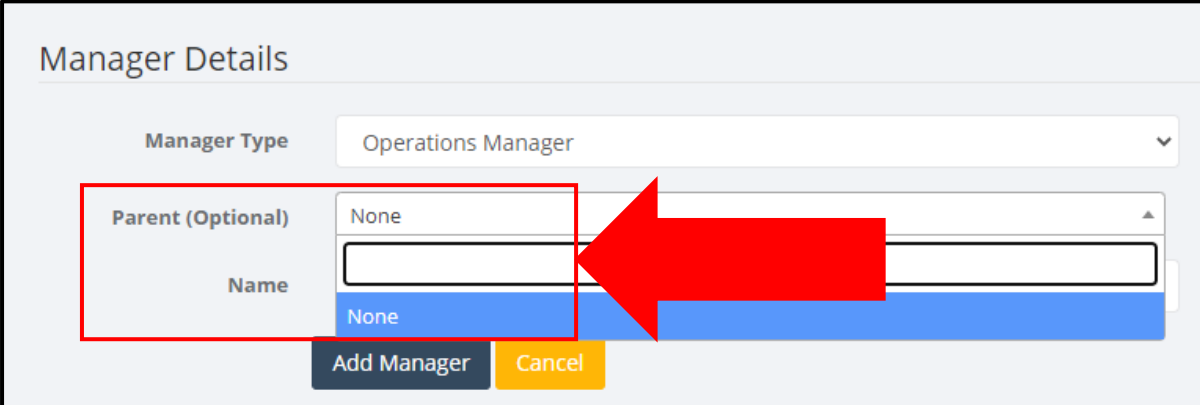
From the dropdown, you can select the manager type.



The screenshot shows the 'Manager Details' form. The 'Manager Type' dropdown is open, showing 'Operations Manager' as the selected option, with 'Operations Manager' and 'Franchise Manager' as available choices. The 'Parent (Optional)' field is currently empty.

“Parent” refers to the person who this manager reports to.

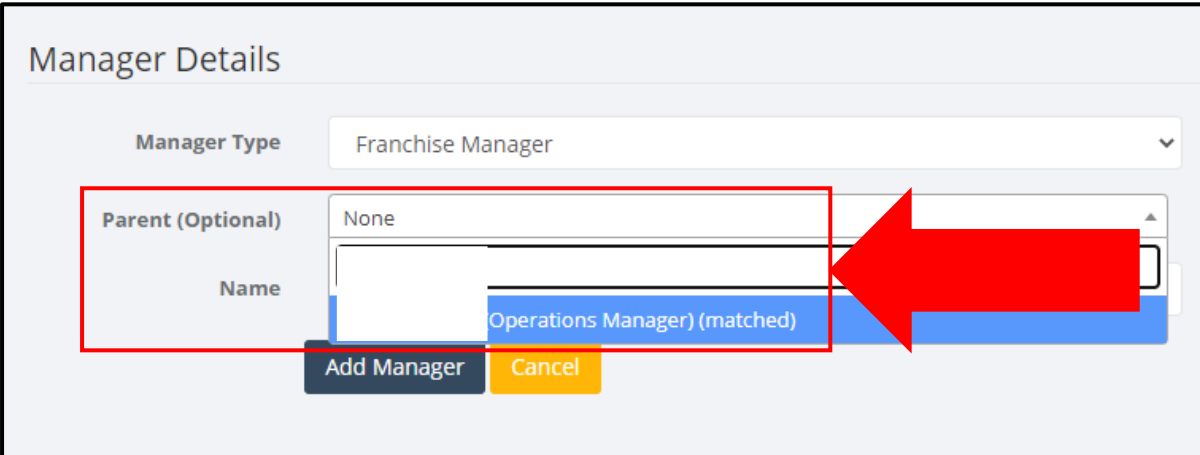
OM’s do not have this option as the FM may report to many Brand Heads.



The screenshot shows the 'Manager Details' form for an 'Operations Manager'. The 'Parent (Optional)' dropdown is open, showing 'None' as the selected option. A red box highlights the 'Parent (Optional)' section, and a large red arrow points to the dropdown. The 'Name' field is empty. The 'Add Manager' and 'Cancel' buttons are visible at the bottom.

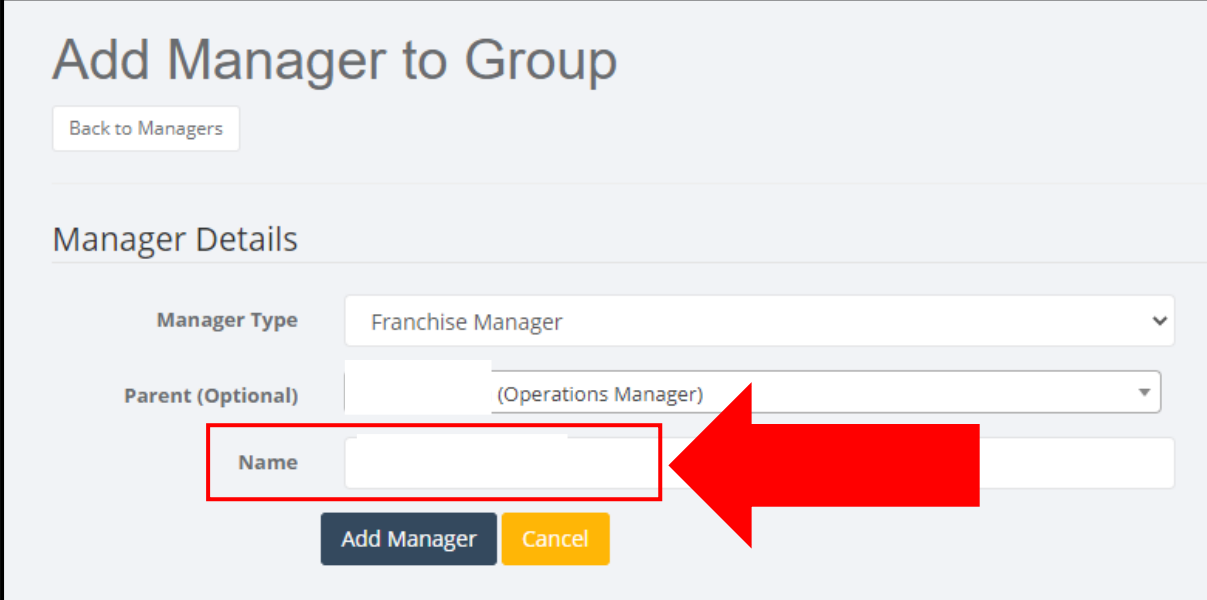
FM’s can be allocated to a “Parent” role and names can be selected from a dropdown:

You are also able to type in an OM’s name to do a quick search. In brackets you will see if your search matched.



The screenshot shows the 'Manager Details' form for a 'Franchise Manager'. The 'Parent (Optional)' dropdown is open, showing 'None' as the selected option. A red box highlights the 'Parent (Optional)' section, and a large red arrow points to the dropdown. The 'Name' field is empty. The 'Add Manager' and 'Cancel' buttons are visible at the bottom.

Now you can type in the FM's Name. Please remember to spell it correctly and use Capital Letters for the first letter of the Name and Surname. (This can also be copied and pasted from another document i.e. FIS).

Add Manager

Once you have filled all details in, click

A Manager Profile will be created, here you will see:

1. Manager ID (This is a Deliverree system ID)
2. Manager type
3. Name
4. Manager (who they report to)
5. Manager since (the timestamp this profile was created)
6. Stores assigned to this FM
7. Previous stores Assigned to this FM
8. Unassigned stores in the group that can be assigned to this FM

View Manager:

[Back to Managers](#)
[Edit](#)

ID	137
Manager Type	Franchise Manager
Name	
Manager	
Manager Since	2021-08-20 11:44:31

Stores Assigned to

Store

Unassigned Stores in Group

Search:

Store

Previous Stores Assigned to

Store	Start Date	End Date

If this newly created FM is taking over the stores of another FM, you will be able to search for the store.

If the store does not appear on the “unassigned stores” list, it means the store is allocated to someone else and needs to be removed from their name first or if the old FM has left, you can delete their profile.

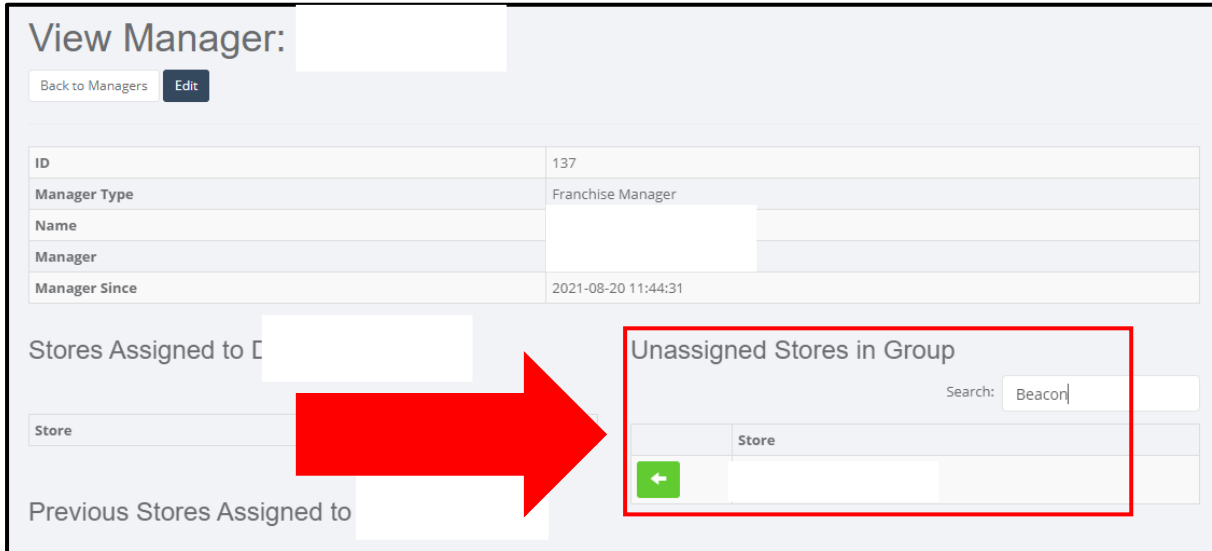
Unassigned Stores in Group

Search:

Store
No matching records found

You can assign stores to a New FM by clicking on the green arrow under “Unassigned stores in group”.

Here you can use the search bar to make assigning specific stores faster.



View Manager: [Redacted]

[Back to Managers](#) [Edit](#)

ID	137
Manager Type	Franchise Manager
Name	[Redacted]
Manager	[Redacted]
Manager Since	2021-08-20 11:44:31

Stores Assigned to [Redacted]

Store [Redacted]

Previous Stores Assigned to [Redacted]

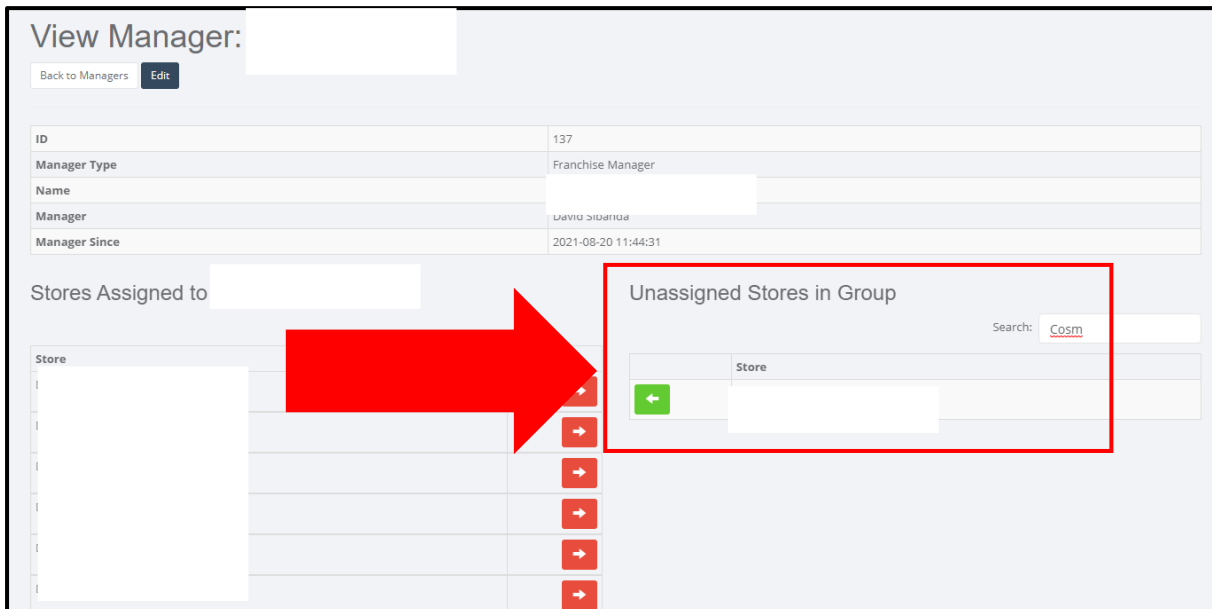
Unassigned Stores in Group

Search:

Store [Redacted]

[←](#)

If the store you are searching for has not been assigned to another manager, you can assign it.



View Manager: [Redacted]

[Back to Managers](#) [Edit](#)

ID	137
Manager Type	Franchise Manager
Name	[Redacted]
Manager	David Sibanda
Manager Since	2021-08-20 11:44:31

Stores Assigned to [Redacted]

Store [Redacted]

Unassigned Stores in Group

Search:

Store [Redacted]

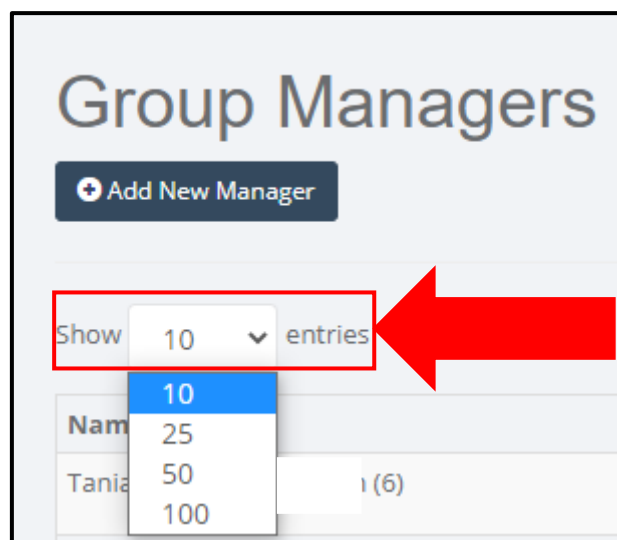
[←](#)

To return to the list of managers, click

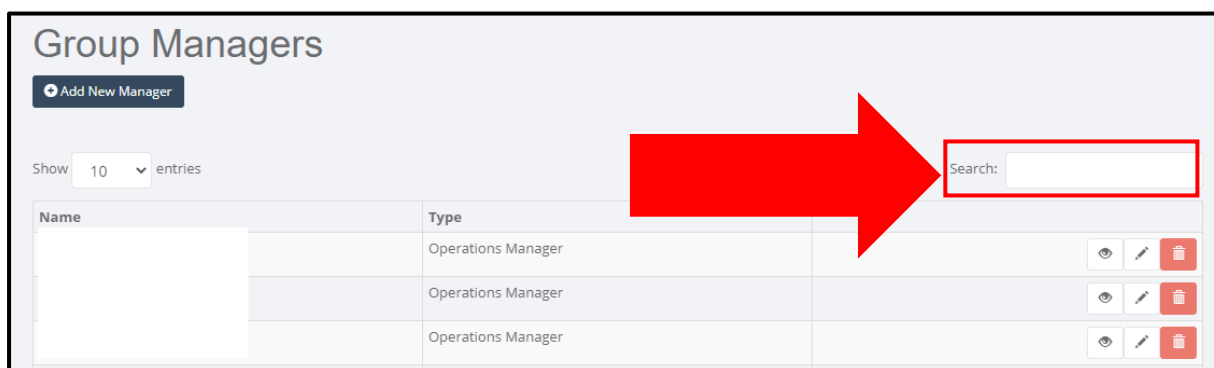
Back to Managers



At the top on the left, you can change how many entries you see on one page. Click the dropdown arrow to see more or fewer names on the list.



To remove an FM/ OM, use the search function to find them on the list:








On the right-hand side of the screen to delete this Manager, click

Group Managers

[Add New Manager](#)

Show 10 entries

Search:

Name	Type	
	Franchise Manager	<div>    </div>

Showing 1 to 1 of 1 entries (filtered from 131 total entries)

Previous 1 Next



To view this Manager, click

Here you will see the details of this Manager:

View Manager:




[Back to Managers](#) [Edit](#)




ID	97
Manager Type	Franchise Manager
Name	
Manager	
Manager Since	2021-07-12 01:09:22

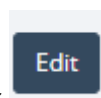
Stores Assigned to

Unassigned Stores in Group

Search:

Store	
	
	
	

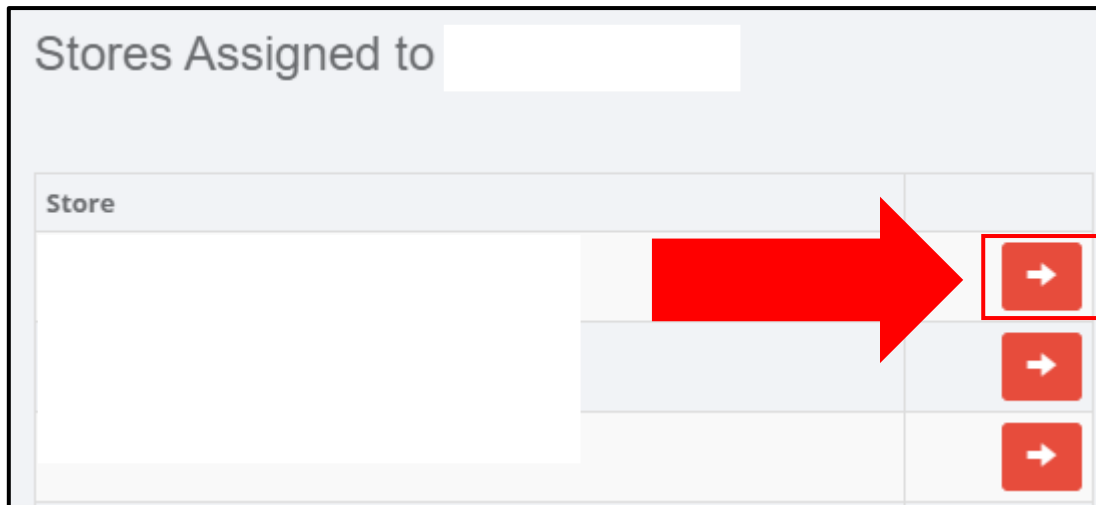
Store	
	
	
	



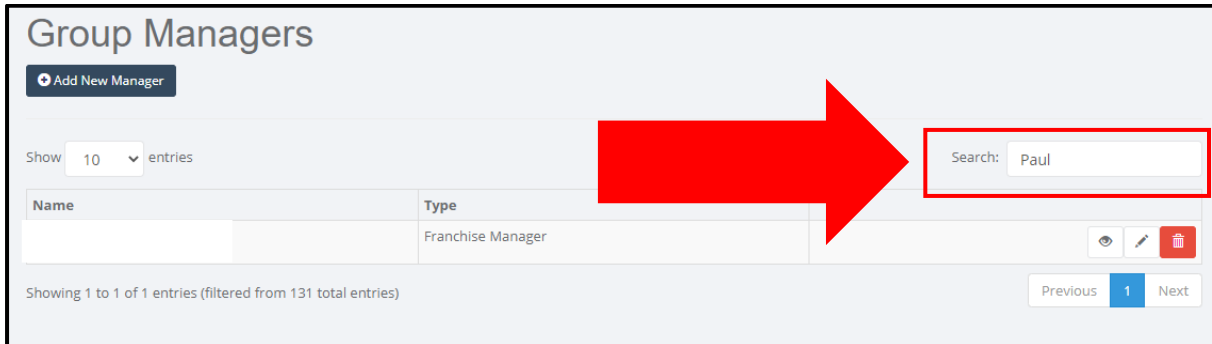
To edit this Manager, click , or click from the Group Managers List.

Here you can **remove stores from the FM.**

Go to “stores assigned to FM” and click the red arrow to remove stores from this FM:



To **change a manager type**, (if an FM is promoted for example), search for the Manager using the search function:



Group Managers

[+ Add New Manager](#)

Show 10 entries

Name	Type
	Franchise Manager

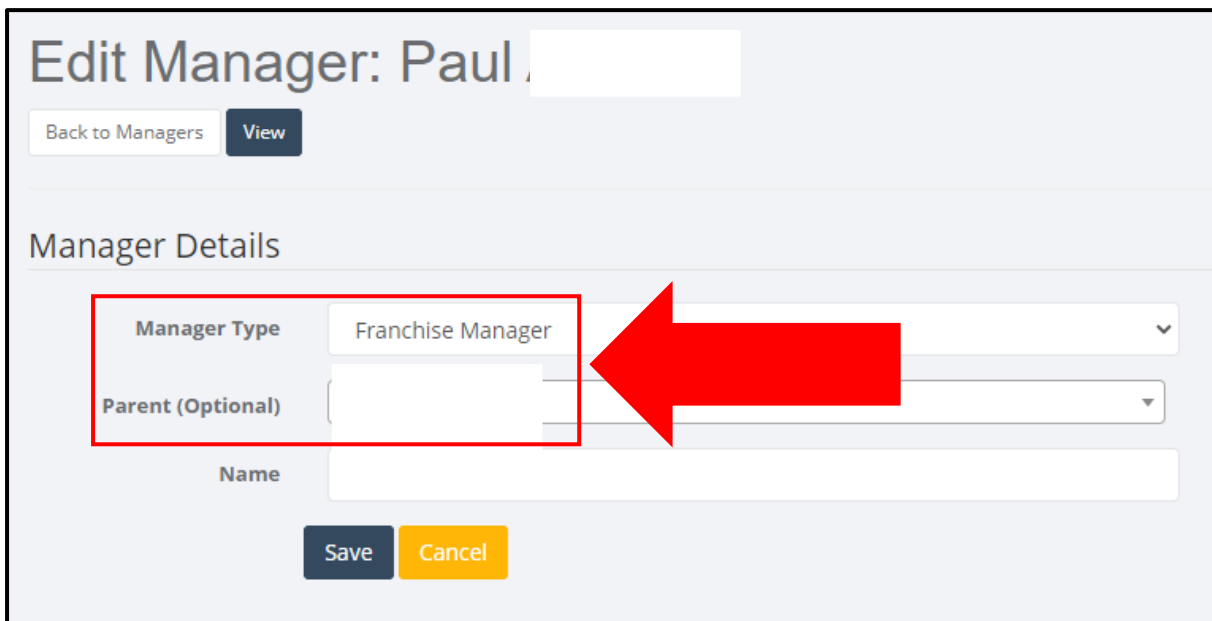
Showing 1 to 1 of 1 entries (filtered from 131 total entries)

Search: Paul

Previous 1 Next

Click Edit 

Here you can change the Manager Type if they have been promoted.



Edit Manager: Paul

[Back to Managers](#) [View](#)

Manager Details

Manager Type Franchise Manager

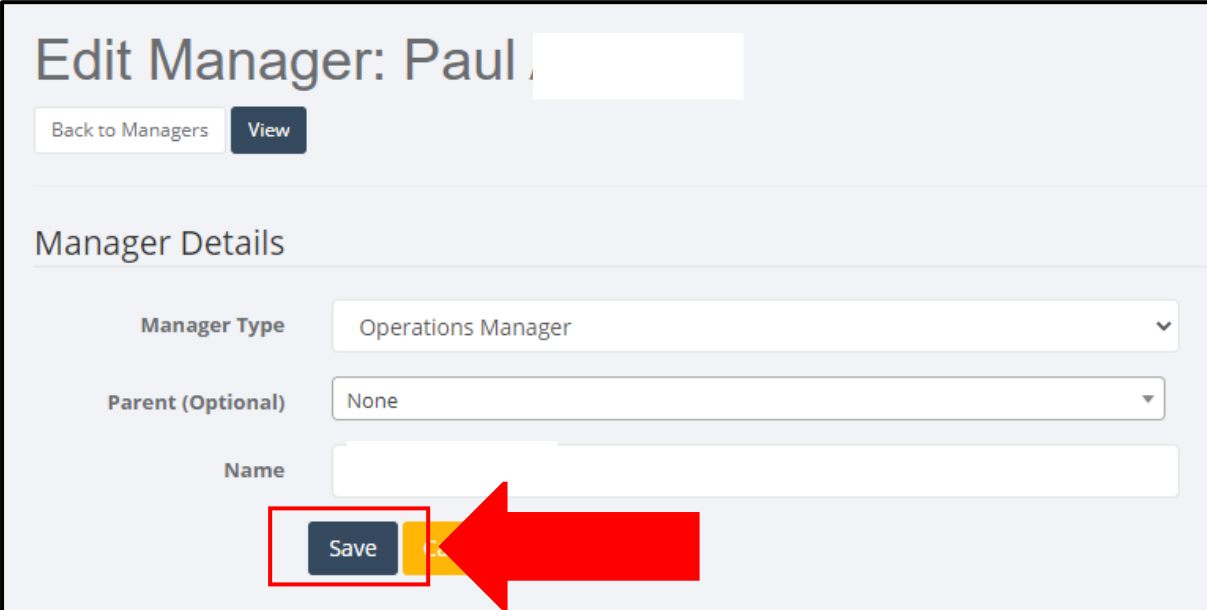
Parent (Optional)

Name

Save Cancel

 Save

Once you are happy with the changes, click



Edit Manager: Paul [redacted]

[Back to Managers](#) [View](#)

Manager Details

Manager Type

Parent (Optional)

Name

[Save](#) [Cancel](#)

**Any changes made to FM'S and store allocations will reflect on the reports within 24 hours.*