

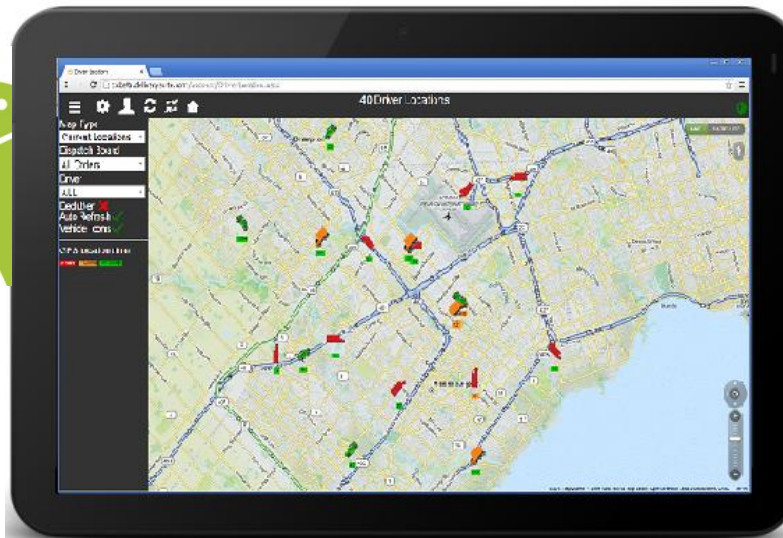


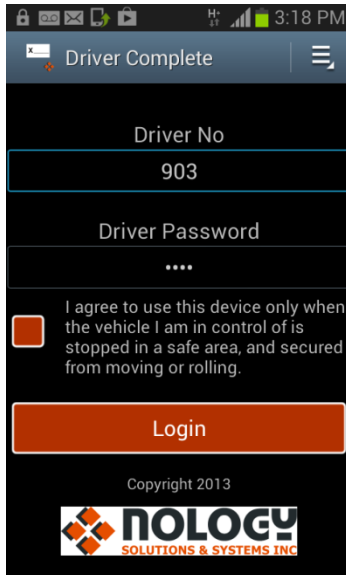
NOLOGY

SOLUTIONS & SYSTEMS INC



Driver Complete User Guide





Driver Complete

Driver No

903


Driver Password

....

☐ I agree to use this device only when the vehicle I am in control of is stopped in a safe area, and secured from moving or rolling.

Login

Copyright 2013



Driver Login:

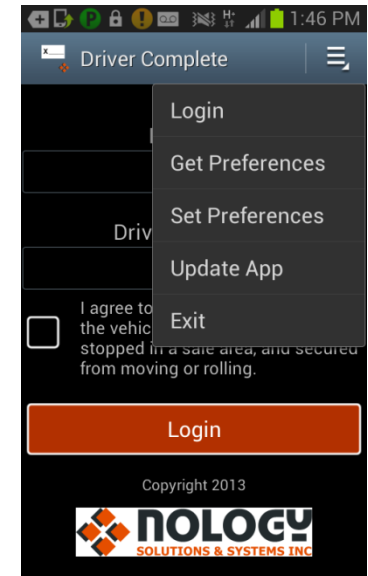
Main login screen is where Driver No. and Password will be displayed if they had Set Preferences the first time it as setup.

If Set Preferences have been setup the next step is to check off Agreement box and click login.

Driver Login Options:

If Preferences have not been setup you got to Menu Option and you can Get Preferences and put in your Company ID.

There is a new option now to Update App. If there is a new update just click on Update App and it will install the latest Version.



Driver Complete

Login

Get Preferences

Set Preferences


Update App

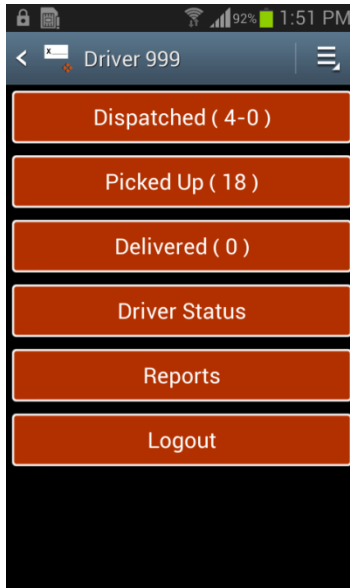
Exit

☐ I agree to the vehicle stopped in a safe area, and secured from moving or rolling.

Login

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Main Menu:

Dispatched: shows orders that have been dispatched to the driver .

Picked Up: shows orders that have been picked up by driver.

Delivered: shows orders that have been completed by the driver.

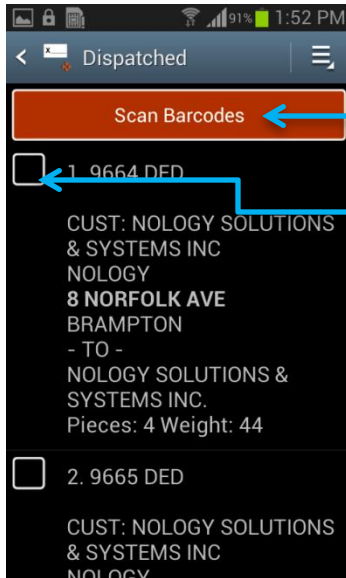
Driver Status: You can set the driver status to Working, Lunch etc.

Reports: drivers can view there settlements and any other reports in the system if enabled.

Logout: Logout of Driver Complete

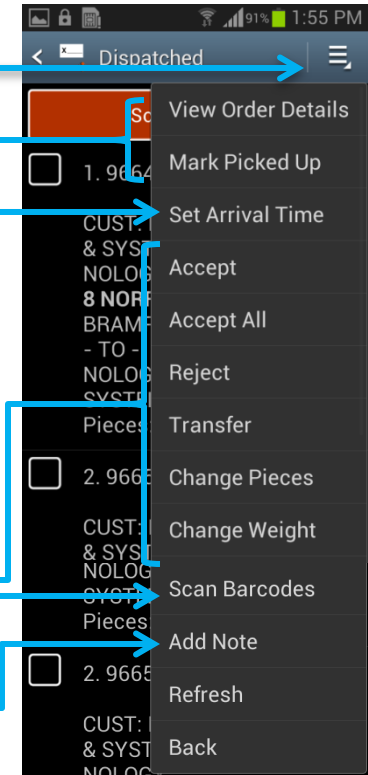
Dispatched

Fig.1



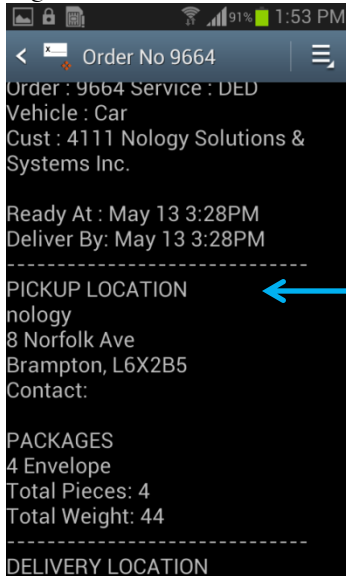
- Orders that have been dispatched to driver will be displayed in this screen.
- You also have the option of Scanning Barcodes in this screen.
- In Order to Scan Barcodes or edit the Order you need to select it first. see Fig.1
- Once selected you can then click on the menu dropdown which will give the driver a number of options to select from. See Fig.2

Fig.2



- Driver can select Edit Order Details, Mark Picked Up.
- Driver has the option of Setting the time he arrived just by clicking on Set Arrival time.
- Driver has a few options now on updating orders when they get sent to him. Accept, Accept All, Reject, Transfer, Change Pieces, Change Weight.
- Driver can Scan Barcodes from here as well.
- Driver can also add a Note to Order.
- See Fig.2

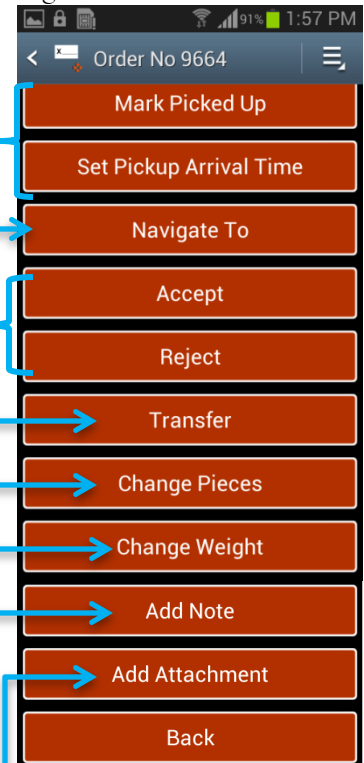
Fig.3



Order Details:

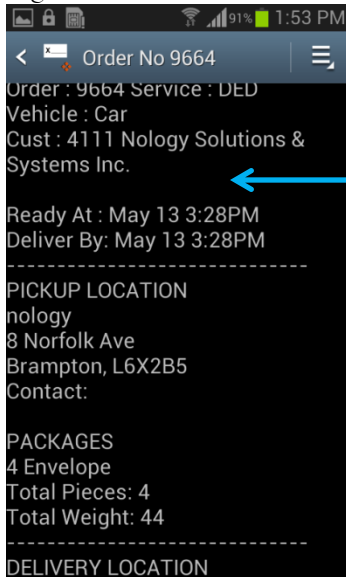
- Once a specific order is select from dispatched list it will display the details of the order as seen in Fig.3.
- Once in edit view the driver can see all the details of the order.
- To update the order the driver simple scrolls down and there will be a few options to select from like Mark Picked Up and Set the Pickup Arrival Time etc. As seen in Fig. 4.
- You will also be able to pull driving directions by simply clicking on Navigate To. As seen in Fig.4.
- Driver can Accept or Reject the Orders.
- Transfer the order to another driver. Fig.4.
- You have the option to Add/Change Pieces. Fig.6. and Fig.7
- You have the option to Add/Change Weight. Fig. 6 and Fig.8
- Add note to the order as well. Fig4.
- Driver can add attachment to order now which can be a Document, Picture etc.Fig4.

Fig.4



Picked Up

Fig.5



Order Details:

- Once a specific order is select from Picked Up list it will display the details of the order as seen in Fig.5.
- To update the order the driver simple scrolls down and there will be a few options to select from like Mark Delivered and Set the Delivered Arrival Time etc. As seen in Fig. 6.
- You will also be able to pull driving directions by simply clicking on Navigate To. As seen in Fig.6.
- Driver can also mark Order as Delivery Refused which gives you an option to create a return trip as well. Fig 6.
- Driver also has an option to create a return trip order from this menu. Fig 6.
- Transfer the order to another driver. Fig.6.
- You have the option to Add/Change Pieces. Fig.6. and Fig.7(Next Page)
- You have the option to Add/Change Weight. Fig. 6 and Fig.8(Next Page)

Fig.6



Continue of Picked Up

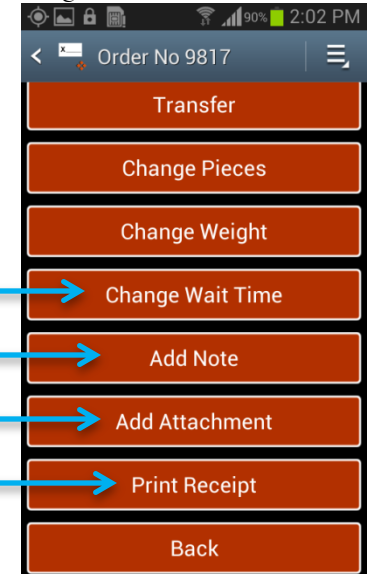
Order Details:

You have the option to Add/Change Waiting Time.

Fig.6 and Fig.9(Next Page)

- Add note to the order as well. Fig6.
- Driver can add attachment to order now which can be a Document, Picture etc.Fig.6
- Drivers can print receipt which is an add on custom which requires a wireless small printer.

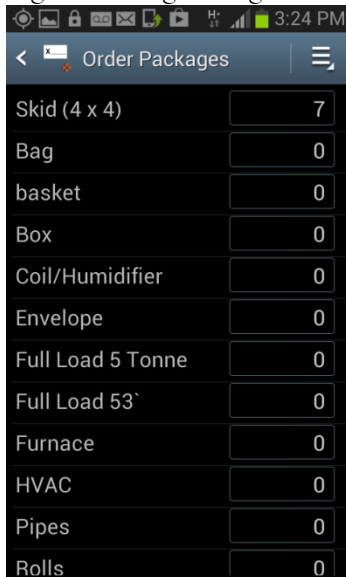
Fig.6



***Note:** Printing Receipt is a custom that requires a Bluetooth handheld printer. See Fig.6.

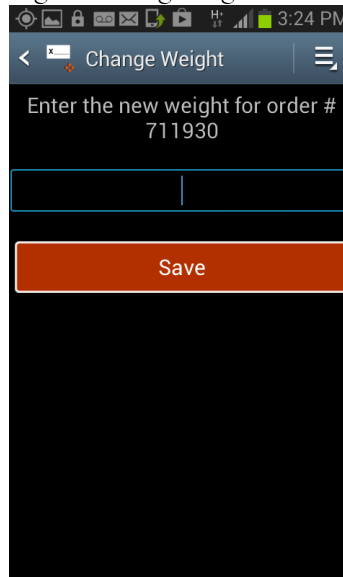
****Note:** Also Add Attachments Fig 6. screen can be customized with any type of document Types or picture formats. See Fig 14, 15.

Fig.7 Adding Packages



Item	Value
Skid (4 x 4)	7
Bag	0
basket	0
Box	0
Coil/Humidifier	0
Envelope	0
Full Load 5 Tonne	0
Full Load 53'	0
Furnace	0
HVAC	0
Pipes	0
Rolls	0

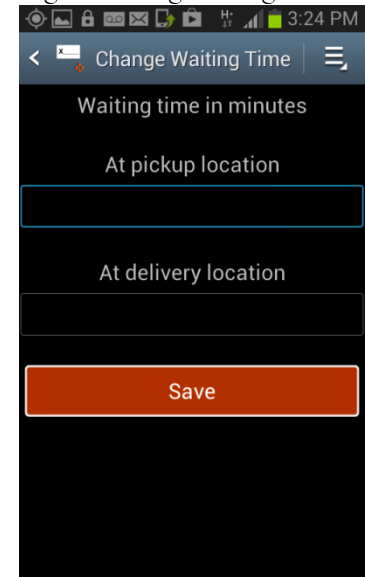
Fig.8 Adding Weight



Enter the new weight for order # 711930

Save

Fig.9 Adding Waiting Time



Waiting time in minutes

At pickup location

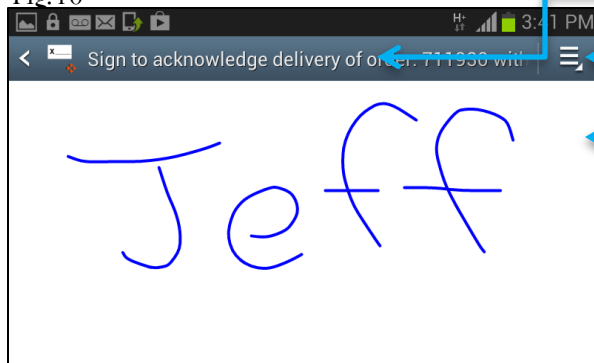
At delivery location

Save

***Note:** Adding Pieces, Weight and Waiting Time are only accessible when you are editing Picked Up orders and setting them to be delivered. They can also be updated in the Delivered Screen as well. See Fig.11 below.

Marking Order Delivered

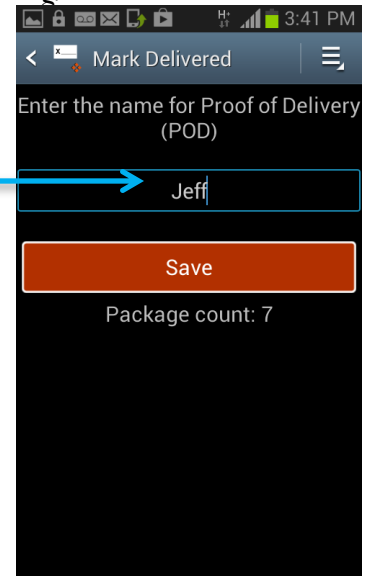
Fig. 10



Marked Delivered:

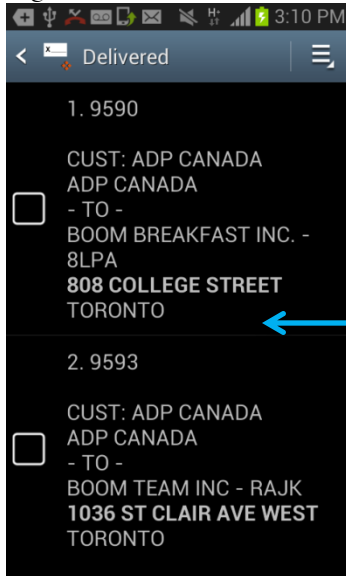
- Once you click on Mark Delivered it will take you to the Signature screen. See Fig. 10.
- Clients signs with Stylus and you click on Dropdown Menu and click Save.
- Once you click Save it will take you to the POD screen where you will be able to type in clients name for the delivery. See Fig. 11.

Fig. 11



Delivered

Fig.12

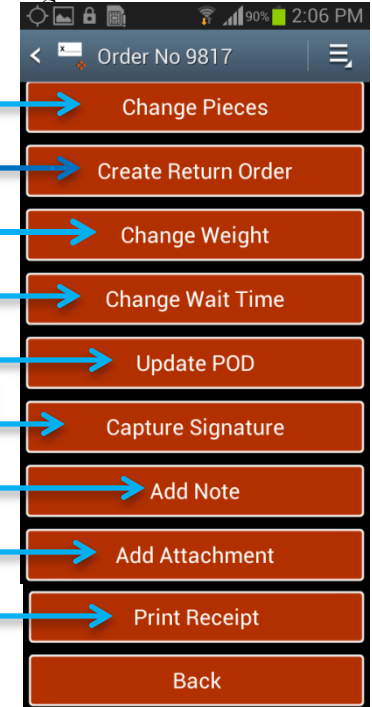


- Once in the Delivered screen it will display all the orders the driver has completed that day.

Fig.12.

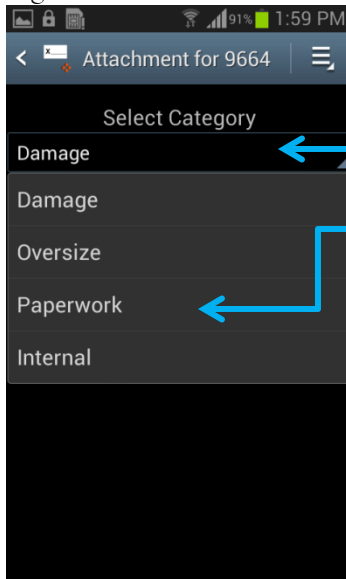
- Driver can still make changes or updates to the Pieces, Weight and Waiting Time as well. Fig.13.
- Driver can Create a Return Order from here as well. Fig 13.
- Driver can also Update POD. Fig.13.
- Driver can also Capture Signature. Fig.13.
- Some other options you have are Add Note, Add Attachment and Print Receipt (this option is an added on or Custom)

Fig.13



Add Attachments

Fig. 14.



- A New feature Drivers can use is adding an attachment to an order whether it be a picture or a document.
- Drivers select Add Attachment and he can select from a dropdown list like seen in Fig. 14.(this list can be customized according to clients preferences or formats needed.)
- Once Drivers select his option he can take a picture of document and add it to the order. Fig 15.
- These attachments can be view when you log into ccapps.deliverysuite.com and on the main menu you will see an option for Order Attachments. Fig 16.

Fig. 15.

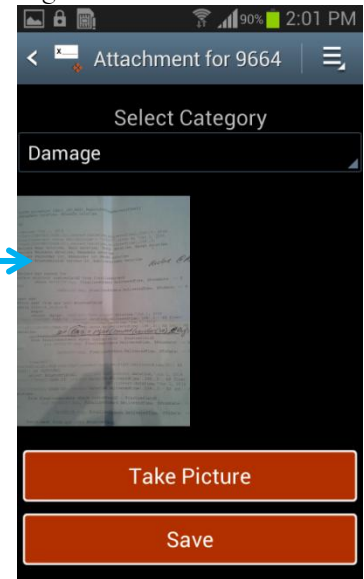
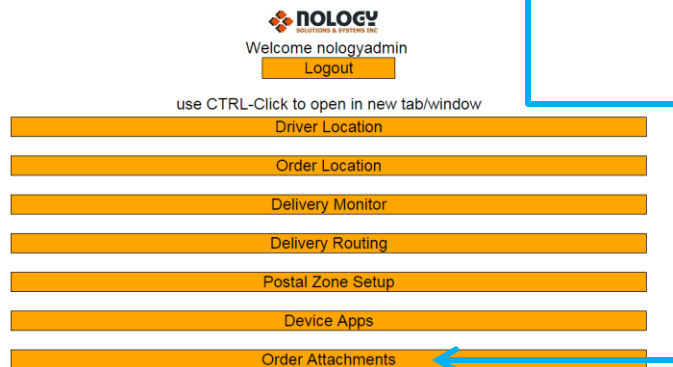


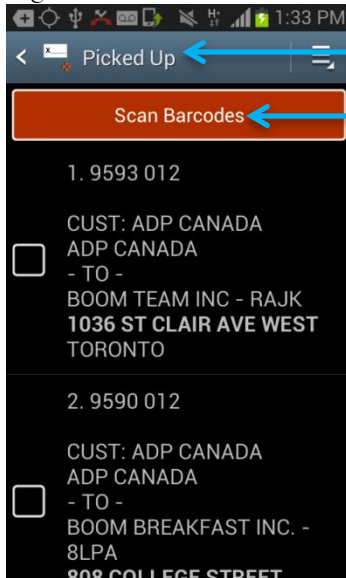
Fig. 16.

DeliverySuite.com for CourierComplete



Barcode Scanning

Fig.17.



- Barcode scanning is done in Dispatch Menu and in Picked Up Menu. See Fig.1 and Fig.17.
- You click on Scan Barcodes which will take you to Scan Pickup Screen Fig.18. then you can enter in Order number.
- Click on Scan Barcode and it will open the scan barcode screen below. Fig.19
- Once it reads the barcode it will bring it back into Scan pickup screen and beside order number will be the barcode then you click save and set order to picked up. Fig.18.

Fig.18.

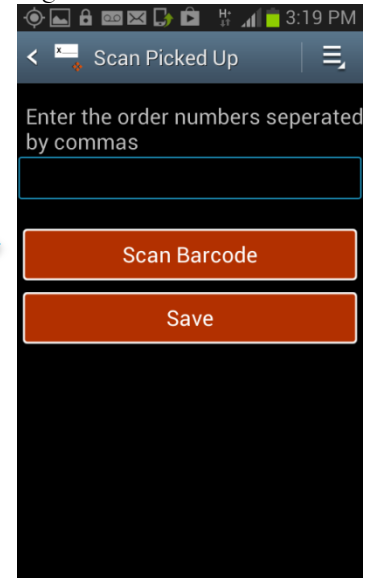
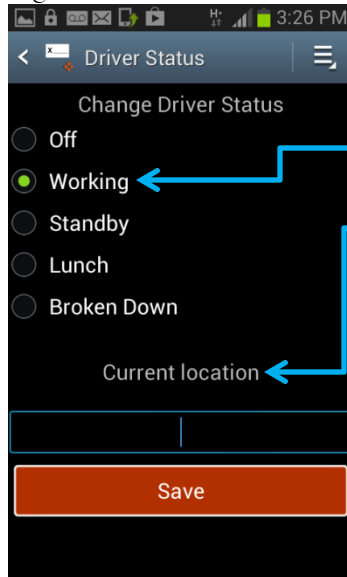


Fig.19.



Fig.20.



Driver Status

- Driver can set his status from Off to Broken Down. Fig. 20.
- He can also set a location where he is broken down and save it.
- This way Dispatcher can send tow truck or help if needed.

Driver Reports

- Drivers can view there driver settlements on there device if enabled.
 - They would be able to view different reports that were added to be allowed view ability on device.
- See Fig.21.

Fig.21.

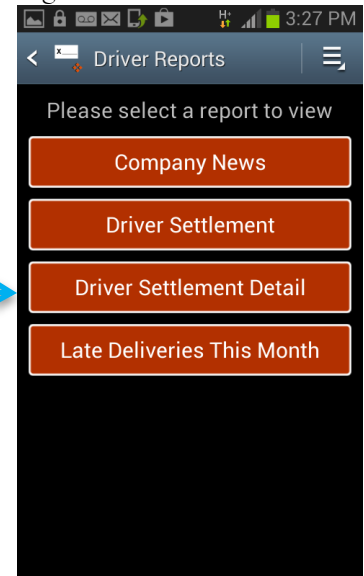
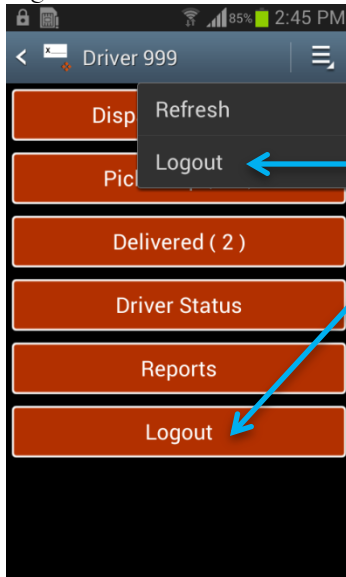


Fig.22.



Logout

- This will close out the Driver Complete application and take you back to mobile home screen.
- You can logout from Drop Menu or the Logout button on the bottom. See Fig.22.

Enjoy Driver Complete!!!
Have a nice day..

