

# Table Of Contents

eDelivery Tracking System Overview	.1
Getting Started - Initial Setup	
Flagging An Invoice As A Delivery - Counter Invoicing	.1
Flagging An Invoice As A Delivery - Warehouse Programs	
Uploading Invoices Through Point Of Sale	.3
eDelivery Access	
Setup Menu Option	
Drivers - Setup	.6
Alerts – Setup	
Options – Setup	
Store Location (For Map View)	
Time Zone	
Dispatching Options	
Commission – Setup	
Undispatched Delivery Items	
Selecting Items	
Changing Priorities For Items	
Adding An Invoice From eOffice	
Finding A Delivery Item	
Assigning Invoices To Be Delivered Tomorrow	
View Invoices Assigned For Tomorrow	
Sorting The List Of Undispatched Invoices	
Importing An Open Dispatch From Another Store	
Creating A New Dispatch	
Selecting A Driver For The New Dispatch	
Adding To An Existing Dispatch	
Adding An Action Item	
Setting Priority Numbers For Invoices	
Changing The Dispatch Start Time	
Printing The Dispatch	
Unassigning Invoices	
Current Dispatches	
Expanded View Of Open Dispatches	
Show Today's Closed Dispatches	
Viewing A Specific Dispatch Number	
Closing A Dispatch	
Viewing A Driver's Run On The Map	
Finding A Specific Dispatch Number	
Finding Dispatches For A Specific Customer Number	
Unreturned Delivery Items	
Map View	
Expanding The Map View	. 22



# User's Guide

Expanded View Of Open Dispatches	
Drivers	
Reports	
Driver Activity Report	
Customer Activity Report	
Delivery Item Report	
Commission Report	
Cost By Customer Report	
Cost By Driver Report	



# 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

# Getting Started – Initial Setup

Upon subscribing to eDelivery, Autologue will assign you a unique store ID. This ID must be entered into Question #204 of OE Define System Parameters (OE-16-2). You may already have this question set if running ePaperlessOffice. If you have multiple locations, make sure the correct ID is entered for each. Answer Question #205 and #206 "Y". Typically, Datatron will set this all up for you when the necessary programs to run eDelivery are transferred to your system.

# Flagging An Invoice As A Delivery – Counter Invoicing

Prior to the program release at the end of 2007, you must begin the [final] invoice message with "DEL". You can follow the "DEL" with anything you want (you can type "DELIVERY", "DELIVER TO BAY #3", etc.). Below is an example.

📮 192. 168.9.69 - ZTERM 2000	×
Action Edit Configuration Transfer Settings Help	
🌋 🍜 🐚 🛍 🗢 🔅 🔛 🗈 🖸 🖸 🖸 👔 🖄 🖉 🕹 🖄 🕹 🕹 🖄 🖏 🖓 🖄 🖓 🖓	tons
CAPS SM JD CUST 25000-1 (LPT4L) EPART TEST CUSTOMER INVC TYPE 2 1125 S.E. WESTBROOKE 0 1)Cash 2)Chg 3)CredCard 4)COD WAUKEE IA 50263 07/27/07 - LOG 44,8 W/H TAX % (7.000 JEFFE) OK? Y ITEM # LINE DESCRIPTION CR? QTY SU PRICE NET TOTAL T SD 12 AC TEST DESCR 1.00 /C 10.97 4.28 0.04 Y S- 12	
SUBTOTAL 0.04 ALLOWANCE 0.00 TAX 0.00 TOTAL 0.04 MESSAGE DELIVERY	
Connected - 0:00:23:02 p610 .69 WYSE50	



After the late 2007 program release, the invoicing program will pick up on how the SHIP VIA question is set in the Customer Master file. Until then, be sure to start the invoice message with "DEL".

# Flagging An Invoice As A Delivery – Warehouse Programs

Invoices which go through the Background Processor (Direct Invoicing, invoice picking tickets, etc. in a warehouse log) will pick up on the "NORMAL SHIP VIA" question in the Customer Master file (#35). To set this up, you need to first define An Allowable Ship Via in ALLOWABLE SHIP VIA FOR PCK TICKETS & DIRECT W/H INVOICES (OE-16-16).

Select an item and then enter "edelivery" for the Long Ship Via and "edel" for the Short Ship Via as seen in the example below (#5):



Next, if you want the invoices for a specific customer to default to deliveries, enter the Ship Via number associated with eDelivery into the Customer Master record for the customer. Reference #36 in the screen shot on the next page.



9192.168.9.69 - ZTERM 2000	
Action Edit Configuration Transfer Settings Help	
<u>3</u> ∰ 18 (⊂ 🔩 😭 ID 🗃 🐼 🗗 19 13 (2)	Function Keys Special Keys User Button
CUSTOMER MASTER FILE MAINTENANCE - LOG	44.8 W/H CHANGE/INOUIRE 1454
*1. CUST # 25000 CREDIT RATING 0	23. CREDIT LIMIT 0.00
2. NAME EPART TEST CUSTOMER	24. PROHIBIT CHG ? N 28. NOTE RATE N/A
3. ADDR1 1125 S.E. WESTBROOKE	25. BAL METHOD 0 29. CATEGORY 0
4. ADDR2 SUITE A	26. FINANCE CHG ? Y 30. CODE 0
5. CITY WAUKEE	27. GETS STMT ? Y 31. SHIP ZONE 0
6. STATE IA 7. ZIP 50263	32. (WH) PRINT PRICE LABELS ? N
8 COLINITRY	33. (WH) NORMALLY B/O'S ? N
9. PHONE 515-987-2882	34. (WH) PRINT PRICES ON P.T.'S ? N
9. PHONE 515-987-2882 10. IVC MEMO	35. (WH) NORMAL SHIP VIA 5 edelivery
11. DEMURRAGE DATE 00/00/00	36. P.O. REQUIRED ? N
12. TANKS ON DEMURRAGE 0	37. STORE CHG INVC PURCHASES ? Y
13. LAST STMT BALANCE 604.24	38. PRINT LIST ON INVOICES ? Y
14. DISC ALLOWABLE 0.00	39. PRINT EXTRA COPY OF IVC'S ? N
15. CURRENT BALANCE 1,479.89	40. USE LIST MARK-UPS ? N
SALES COST	
16. MTD 1,499.73 63,085.92	
17. YTD 1,499.73 63,085.92	43. (WH) SAME IVC # TO ALL PT PAGES ? N
18. PRIOR YR 0.00	DELAY PT'S ON 1 COMBINED TVC# ? N
19. SALESMAN 0 20. CUST-TYPE 1	PRINT TVC IN ORIGINAL ORDER ? N
21. DISC RATE 0.0%	44. INVC TYPE NOT SET OVERRIDE ? N/A
21. DISC RATE 0.0% 22. TAXABLE ? 1 RETAIL	45. AUTO INVC DISCOUNT% 0.0%
TAX RATE MOST USED 7.000 % JEFFE	(#32)
	CR to Continue )
onnected - 0:00:21:51	p610.69 WYSE50

When invoicing the customer (either direct or invoicing a picking ticket), you can change the Ship Via to make the invoice a delivery or vice versa.

# **Uploading Invoices Through Point Of Sale**

All finalized cash/charge sale invoices generated through point of sale that the user flags as a delivery will be automatically uploaded through the internet into the eDelivery Tracking System. This process is transparent to the point of sale user.

# **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:

eDelivery Tracking System													
Map View	Drivers	Undispatched Delivery Items	<u>Current</u> Dispatches	Unreturned Delivery Items	Reports	Setup	Help	Log Off					
Log In Location Password	ew Demo	Undispatined Delivery Liens Save Password og In	<u>Current</u> Dispatches	Unreturnsd Delivery Rema	Reports	Satue	Halp	Log Off					

- 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:

eDelivery Tracking System			Ċ	TRACKING	VERY SYSTEM ROYSTEST3
Map View Drivers Undispatched Current Dispatches Dispatches	Unreturned Delivery Items	Reports	Setup	Help	Log Off
Select Delivery Items to Dispatch       Show Tomorrow's Invoices         No undispatched invoices.       sortLabel         SelectAll       DeselectAll       Delete Selected Items         SelectAll       DeselectAll       Delete Selected Items         Add to New Dispatch       Change Priority         Selected Dispatch       Change Priority         Selected Dispatch       Add to Selected Dispatch         Add To 10 O'Clock       Add To 1 O'Clock       Add To 3 O'Clock         Add Invoice From eOffice       Invoice #:       Add         Invoice #:       Add       Find         2006 Autelogue Computer Systems       E       2006 Autelogue Computer Systems					

# Setup Menu Option

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



User's Guide

The screen now will display four additional menu link options as shown:

eDelivery Trac	cking Syste	m				ė	TRACKIN	VERY SYSTEM ROYSTEST3
Map View	Drivers	Undispatched Delivery Items	Current Dispatches	Unreturned Delivery Items	Reports	Setup	Help	Log Off
*Drivers *Alerts =Op								

# Drivers – Setup

• To add delivery driver names, left click on the \**Drivers* menu link option and the following screen will now be displayed:



User's Guide

eDelivery Tra	cking Syster	m				6	Delivery TRACKING SYSTEM ROYSTEST3
Map View	Drivers	Undispatched Delivery Items	<u>Current</u> Dispatches	Unreturned Delivery Items	Reports	Setup	Help Log Off
*Drivers *Alerts *O; Add a New Driver Name Phone Radio #	tions *Commission						

- 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 on the *Add* button and the entered driver information will be saved and the driver will now be listed under the Drivers list.

Continue these steps until all your drivers have been entered.



#### Alerts – Setup

• To set the number of minutes before changing undispatched invoices into a "red" alert state within the *Undispatched Invoices* screen, left click on the \**Alerts* menu option and the following screen will now be displayed:

eDelivery Tracking Syst	em				e,	RACKING	VERY SYSTEM
Map View Drivers	Undispatched Delivery Items	<u>Current</u> Dispatches	Unreturned Delivery Items	Reports	Setup	Help	Log Off
*Drivers *Alerts *Options *Commiss Countermen can't change or see or Alerts Minutes before changing old invoi	sion ptions	pdate			1		
2006 Autologue Computer Systems							

• Left click within the *Minutes before changing old invoices red* field, enter the number of minutes and then left click on the *Update* button.



#### **Options – Setup**

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

Name         Divers         Universe that         Universe theory         Resonts         Sature         Hale           *Drivers *Alerts *Options *Commission Countemen can't change or see options	ivery	Deli	e					stem	acking Sys	eDelivery Tra
Diab User     Diversion       *Drivers *Alerts *Options *Commission       Countermen can't change or see options       store and the composition of the second or see options       countermen can't change or see options       store to coation (for map view)       Latitude:     33.86951400       Longitude:     117.985409000       ime Zone     (GMT-08.00) Pecific TimeLos Angeles       © Use Day Light Savings Time     Second of the second of	ROYSTEST									
Countermen car't change or see options  store Location (for map view)  Latitude: 33.86514.00 Longitude: -117.39540900  ime 20ne (GMT-08.00) Pacific Time:Los Angeles  GMT-08.00) Pacific Time:Los Angeles  GMT-08.00) Pacific Time:Los Angeles  GMT-08.00 Pacific Time:Los Angeles  Separate pace with a comma):  North: East South, West Driver Cost per Hour Truck Cost per Hour Seve Options  Changing the driver mode password will invalidate any links your drivers have made to their driver mode URL.	Log Off	Help	Setup	Reports	Unreturned Delivery Items				Drivers	Map View
Use Day Light Savings Time         Dispatching Options         Can Edit Closed Dispatches         Password for Driver Mode:         driver         Password for Counterman Mode:         counter         Named Driver Routes (separate each with a comma):         10 O'Clock, 1 O'Clock, 4 O'Clock, Urgent         Zones (separate each with a comma):         North, East South, West         Driver Cost per Hour         10 0000         Truck Cost per Mile         0 3600         Average MPH         Seve Options								options ] ]	change or see o ir map view) 51400 540900	Countermen can't Store Location (fo Latitude: 33.8695 Longitude: -117.98 Time Zone
Can Edit Closed Dispatches       Immediate Closed Dispatches         Password for Driver Mode:       driver         Password for Counterman Mode:       counter         Named Driver Routes (separate each with a comma):       IDO'Clock, 1O'Clock, 4O'Clock, Urgent         Zones (separate each with a comma):       North, East South, West         Driver Cost per Hour       10.0000         Truck Cost per Hour       0.3600         Average MPH       30         Seve Options       Uriver mode password will invalidate any links your drivers have made to their driver mode URL.										
Password for Driver Mode:     driver       Password for Counterman Mode:     counter       Named Driver Routes (separate each with a comma):     10.0°Clock, 4.0°Clock, Urgent       Zones (separate each with a comma):     North, East South, West       Driver Cost per Hour     10.0000       Truck Cost per Mile     30       Seve Options     Changing the driver mode password will invalidate any links your drivers have made to their driver mode URL.									ns	Dispatching Option
Password for Counterman Mode:     counter       Named Driver Routes (separate each with a comma):     10 O'Clock, 1 O'Clock, Urgent       Zones (separate each with a comma):     North, East South, West       Driver Cost per Hour     10 0000       Truck Cost per Mile     0.3600       Average MPH     30       Save Options     Save Options							Concernant of the second secon			
Named Driver Routes (separate each with a comma):          10 O'Clock, 1 O'Clock, 4 O'Clock, Urgent         Zones (separate each with a comma):       North, East South, West         Driver Cost per Hour       10.0000         Truck Cost per Mile       0.3600         Average MPH       30         Save Options       Save Options							driver		er Mode:	Password for Driv
Zones (separate each with a comma):     North, East South, West       Driver Cost per Hour     10.0000       Truck Cost per Mile     0.3800       Average MPH     30       Save Options     Save Options							counter		nterman Mode:	Password for Cou
Driver Cost per Hour 10.0000 Truck Cost per Mile 0.3600 Average MPH 30 Seve Options Changing the driver mode password will invalidate any links your drivers have made to their driver mode URL.					]	D'Clock, Urgent	18 O'Clock, 1 O'Clock, 4	each with a comma)	tes (separate e	Named Driver Rou
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.					]		North, East, South, Wes	mma):	each with a cor	Zones (separate
Average MPH 30 Seve Options Changing the driver mode password will invalidate any links your drivers have made to their driver mode URL.							10.0000		our	Driver Cost per H
Seve Options Changing the driver mode password will invalidate any links your drivers have made to their driver mode URL.							0.3600		le	Truck Cost per Mi
Changing the driver mode password will invalidate any links your drivers have made to their driver mode URL.							30			Average MPH
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.										Save Options
If you log in using your counterman password, most options to save or alter dispatches will be disabled. The counterman mode is disabled if the counterman password is blank.				s			en.	the driver edit screi	driver's URL in your counterm	You can find each If you log in using
006 Autologue Computer Systems									er Systems	006 Autologue Comput

#### 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 Latitude & Longitude* button.

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

#### **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 driver mode, left click within the *Password for Driver Mode:* field, enter in a password and then left click on the *Save Options* button.



- 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.
- 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 – Setup**

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

Drivers     Alerts     Options     **       Optiver     Countermen cart change on Driver Commission Inform       Oshow Commission Inform       1     EPAHT       2     **** C       100     BIG BC       150     ABC W       251     CERTII       252     CHUCK       253     CONE       254     CONTI	or see options tomer mation in Dispatch Screen Name T TEST RETAIL CUSTOMER CASH SALE ***	Commission Amount           \$1.00           \$0.00           \$1.50           \$1.10           \$1.75           \$2.00	Current Dispatches Save Save Save Save Save Save
Countermen can't change o           Driver Commission for Cust           Show Commission Inform           1         EPART           2         *** C           100         BIG BC           150         ABC W           250         AMERI           251         CENTI           253         CONE           254         CONTI	"Commission or see options tomer mation in Dispatch Screen Name T TEST RETAIL CUSTOMER CASH SALE *** IOBS WAREHOUSE INC. RICAN ACRYLIC IFIED APPLIANCE	Commission Amount \$1.00 \$0.00 \$1.50 \$1.10 \$1.75 \$2.00	Save Save Save Save Save
1         EPART           2         *** C           100         BIG BC           150         ABC W           250         AMERI           251         CERTII           252         CHUCK           253         CONE           254         CONTI	T TEST RETAIL CUSTOMER CASH SALE *** IOBS WAREHOUSE INC. IICAN ACRYLIC IFIED APPLIANCE	\$1.00 \$0.00 \$1.50 \$1.10 \$1.75 \$2.00	Save Save Save Save Save
2         **** C           100         BIG BC           150         ABC W           250         AMERI           251         CERTII           252         CHUCK           253         CONE           254         CONTI	CASH SALE *** IOBS WAREHOUSE INC. RICAN ACRYLIC IFIED APPLIANCE	\$0.00 \$1.50 \$1.10 \$1.75 \$2.00	Save Save Save Save
100         BIG BC           150         ABC W           250         AMERI           251         CERTII           252         CHUCK           253         CONE           254         CONTI	OBS WAREHOUSE INC. RICAN ACRYLIC IFIED APPLIANCE	\$1.50 \$1.10 \$1.75 \$2.00	Save Save Save
150         ABC W           250         AMERI           251         CERTII           252         CHUCK           253         CONE           254         CONTI	WAREHOUSE INC. RICAN ACRYLIC IFIED APPLIANCE	\$1.10 \$1.75 \$2.00	Save Save
250         AMERI           251         CERTII           252         CHUCK           253         CONE           254         CONTI	NICAN ACRYLIC	\$1.75 \$2.00	Save
251         CERTII           252         CHUCK           253         CONE           254         CONTI	IFIED APPLIANCE	\$2.00	
252 CHUCK 253 CONE 254 CONTI		Protection and a second s	Save
253 CONE 254 CONTI	K & SAMS AUTOMOTIVE		
254 CONTI		\$2.00	Save
	CHEVROLET	\$1.50	Save
255 DATSU	TINENTAL RADIATOR	\$3.00	Save
	SUN CAR SERVICE	\$3.50	Save
256 DIETE	ERS V W REPAIR	\$1.85	Save
257 DUNCA	CAN AUTOMOTIVE	\$1.75	Save
258 FRIEND	NDLY AUTO REPAIR	\$1.85	Save
259 FULLEI	ERTON TRANSMISSION	\$2.00	Save
260 A C D	AUTO REPAIR	\$2.25	Save
1 2 3 006 Autologue Computer Systems	8		n Je

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 Delivery Items**

• To view a list of undispatched delivery items, left click on the *Undispatched Delivery Items* menu tab displayed on the menu bar at the top of the screen.

The screen will now display a *Select Invoices To Dispatch* heading section on the screen. If there are no invoices to be dispatched, the screen will display a *No undispatched invoices* message. Otherwise the screen will display a listing of all undispatched invoices as shown:

e	De	ive	ry Tra	acking S	yste	em										ė		IG SY	ETY STEM YSTEST3
		Map Vi	iew	Drivers		Undispate Delivery It	hed ems		Curre Dispate	int thes		Unreturne Delivery Ite	d ms	Repo	irts	Setup	Help		Log Off
	Sel	ect D	elivery	Items to Di	spate	ch						Show	Tomorrow's I	nvoices					
			y Defau	1															
	-	ect	Invoice	-		Customer		Туре	Amount	Prin			Action Item	A CONTRACTOR OF A CONTRACTOR OFTA CONTRACTOR O					
			3831			IERICAN ACRYLIC		CHARGE		4/23/2010				West					
						UCK & SAMS AUTO		Store and a second		4/23/2010				East					
			3833	ROYSTEST	3 <u>DA</u>	TSUN CAR SERVICE		CHARGE	17.23	4/23/2010				South					
		electA			CC Constraint	te Selected Items	200-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0	COD s to "Tomo	38.09	4/23/2010	10:29 AM	9		North					
0 2	Cha Sele Ad Fror Fror Find Invo	nge P ected dd To ort Op n Sto Invoi iice # a De	re: ce From t: livery It	o: Ci Ci ch: Add To Add To Patch From Of Dis eOffice	ther S		'Clock	Add To	Urgent										
										8									

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 the alert time 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 red once the alert time has elapsed. The alert time is setup within the *Setup – Dispatching Options* screen.



#### **Selecting Items**

• When items are listed within the *Undispatched Invoices* screen, they can be selected by either left clicking on the *Select All* button to automatically select all of the available delivery items or left clicking on each of the check boxes to the left 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.

# **Changing Priorities For Items**

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

# Adding An Invoice From eOffice

• To add an invoice that is not listed within the *Undispatched Invoices* screen, left click within the *Invoice* #: field under the *Add Invoice From eOffice* heading section. Enter an invoice number and then left click on the *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 *Invoice* #: field under the *Find a Delivery Item* heading section. Enter the invoice number to search for and then left click on the *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 specific invoices to be delivered tomorrow, left click on the *Select All* button to automatically select all of the available delivery items or left click on each of the check boxes to the left of the specific invoices to select.
- Once all the desired invoices have been selected, left click on the *Set Items to Tomorrow* button.

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

# Sorting The List Of Undispatched Invoices

• The list of undispatched invoices can be sorted by customer name, invoice type, printed invoice time, priority or zone. Simply left click on the blue column heading link to resort the list. To resort the items in the original order, left click on the *Change Back to Default Sort* link that is displayed above the column headings.

# Importing An Open Dispatch From Another Store

• When an eDelivery chain ID has been setup for multiple stores, an *Import Open Dispatch From Other Store* screen section will be displayed within the *Undispatched Delivery Items* tab screen. Users can select a store from a drop down selection list,



select an open dispatch number and then left click on the *Add* button to import all the items from that stores dispatch into the current store. The invoices and action items will now be listed under the *Select Delivery Items to Dispatch* section of the screen. A new *Origin* column heading is also listed and 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 Invoices* screen, left click on the *Select All* button to automatically select all of the available delivery items or left click on each of the check boxes to the left of the specific invoices to select.
- Once all the desired invoices have been selected, left click on the *Add to New Dispatch* button.

Map View         Drivers         Undispatched Deliver. Items         Seconds         Undispatched Deliver. Items         Resonts         Setue         Help           New Dispatch         Alan Adams         © Dispatch Label:	atch         new Dispatch Label: Invoice Type       Amount       Printed       Action Item       Commission         3780       250       AMERICAN ACRYLIC       CHARGE       1.25       3/16/2010 12:12:00 PM       1.7500         3789       252       CHUCK & SAMS AUTOMOTIVE       CHARGE       3.63       3/16/2010 12:13:00 PM       2.0000         3788       255       DATSUN CAR SERVICE       CHARGE       11.00       3/16/2010 12:13:00 PM       3.5000         on: Action: Customer#: Amount: Invoice Type: Commission: Action: Customer#: Amount: Invoice Type: Commission: Action: Commission: Action: Commission: Interview		ry Trao	cking Sys	tem					2	e	Del	IVER
Oriver for new Dispatch:       Alan Adams       V Dispatch Label:         Priority       Invoice       Customer Mame       Invoice Type       Amount       Printed       Action Item       Commission         1       3787       250       AMERICAN ACRYLIC       CHARGE       1.25       3/16/2010 12:12:00 PM       1.7500         3       3789       252       CHUCK & SAMS AUTOMOTIVE       CHARGE       3.63       3/16/2010 12:13:00 PM       2.0000         2       3788       255       DATSUN CAR SERVICE       CHARGE       11.00       3/16/2010 12:13:00 PM       3.5000         New Action:       Customer#:       Amount:       Invoice Type:       Commission:       Add         Create New Dispatch       Cancel New Dispatch       Sort Items	Invoice         Customer#         Customer Name         Invoice Type         Amount         Printed         Action Item         Commission           3787         250         AMERICAN ACRYLIC         CHARGE         1.25         3/16/2010 12:12:00 PM         1.7500           3789         252         CHUCK & SAMS AUTOMOTIVE         CHARGE         3.63         3/16/2010 12:13:00 PM         2.0000           3788         255         DATSUN CAR SERVICE         CHARGE         11.00         3/16/2010 12:13:00 PM         3.5000           on: Action: Emer#: Em	Map Vi	ew	Drivers	Undispatched Delivery Items	<u>C</u> Dia	ourrent patches	Unreturned Delivery Iter	i ns	Reports	Setup	Help	Log Off
Image: New Action:         AMERICAN ACRYLIC         CHARGE         1.25         3/16/2010 12:12:00 PM         1.7500           Image: Image	3782       250       AMERICAN ACRYLIC       CHARGE       1.25       3/16/2010 12:12:00 PM       1.7500         3789       252       CHUCK & SAMS AUTOMOTIVE       CHARGE       3.63       3/16/2010 12:13:00 PM       2.0000         3788       255       DATSUN CAR SERVICE       CHARGE       11.00       3/16/2010 12:13:00 PM       3.5000         on: Action:			atch: Alan Ad	ams 💌 Dispatch Label:								
3789         252         CHUCK & SAMS AUTOMOTIVE         CHARGE         3.63         3/16/2010 12:13:00 PM         2.0000           2789         255         DATSUN CAR SERVICE         CHARGE         11.00         3/16/2010 12:13:00 PM         3.5000           Iew Action:         Customer#:         Amount:         Invoice Type:         Commission:         Add           Create New Dispatch         Cancel New Dispatch         Os of I tems         Soft I tems         Commission:         Add	3789         252         CHUCK & SAMS AUTOMOTIVE         CHARGE         3.63         3/16/2010 12:13:00 PM         2.0000           3788         255         DATSUN CAR SERVICE         CHARGE         11.00         3/16/2010 12:13:00 PM         3.5000           on: Action: Customer#: Amount: Invoice Type: Commission: Add           Customer#: Amount: Invoice Type: Commission: Add	-							Action Item				
2 v     3788     255     DATSUN CAR SERVICE     CHARGE     11.00     3/16/2010 12:13:00 PM     3.5000       Action:     Customer#:     Amount:     Invoice Type:     Commission:     Add       Create New Dispatch     Cancel New Dispatch     Cort Items	3788     255     DATSUN CAR SERVICE     CHARGE     11.00     3/16/2010 12:13:00 PM     3.5000       on:     Action:     Customer#:     Amount:     Invoice Type:     Commission:     Add       ew Dispatch     Cancel New Dispatch     □ Sort Items	Laurent and	or the same				2002/02/02						
Invoice Type:     Commission:     Add       Create New Dispatch     Cancel New Dispatch     Sort Items	an: Action: Customer#: Amount: Invoice Type: Commission: Add wDispatch Cancel New Dispatch D Sort Items												
Create New Dispatch Cancel New Dispatch Sort Items	ew Dispatch Cancel New Dispatch Sort Items	Lawrence					- or news				i		
O6 Autologue Computer Systems	ze Computer Systems			-		Amount:		Invoice Type:	Commission:	Add	J		
Ub Autologue Computer systems	d Camputer Systems												
		Je Autologi	le Computer	Systems									

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

# Selecting A Driver For The New Dispatch

- Left click on the down arrow button displayed at the end of the *Driver for new Dispatch:* drop down selection box.
- Left click on the driver name to be assigned.

# Adding To An Existing Dispatch

• To add items to an existing dispatch within the *Undispatched Invoices* screen, left click on the *Select All* button to automatically select all of the available delivery items or left click on each of the check boxes to the left of the specific invoices to select.



• Once all the desired invoices have been selected, left click on the *Selected Dispatch:* drop down selection box, left click on the existing dispatch number and then left click on the *Add to Selected 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).
- Left click within the *Customer#:* field and enter the customer number in which the action is to be performed.
- 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 *Add* button 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 *Create New Dispatch* button.

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

bene	ery Tracking Sy	/stem								C Deliv TRACKING S	YSTEST3
Map \	/iew Drivers		<u>Un</u> Del	dispatched ivery Items	<u>Current</u> <u>Dispatches</u>	Unretur Delivery	ned Items	Repo	rts	Setup Help	Log Off
	oatch # 153										
	obert Robinson										
Invoice	Customer	Inv Type	Action Item	Printed	Started	Delivered	Zone	Inv Returned	Amount	Driver Notes/Problem	;
4128	AMERICAN ACRYLIC	CHARGE		5/31/2011 10:41 AM	05/31/2011 10 41 AM	6/1/2011 8 14 AM	East		13.00		Unassig
<u>4129</u>	DATSUN CAR SERVICE	CHARGE		5/31/2011 10:42 AM	05/31/2011 10 42 AM	6/1/2011 8 14 AM	East		7.00		Unassig
Select Dr	iver: Robert Robinson	(on a route	e) 💙								
	Cash/COD Invoices: \$										
Dispatch	Started at:	05/31/2011	10	54 AM Save	w/out Closing You m	ust save notes to se	e them	on the print out.			
Dispatch	Finished at:	06/01/2011	08	14 AM							
		Print this	Dispatch	Close Dispatch	Unassign These Invoi	ces					
006 Autolog	ue Computer Systems										
000 140000	ar comparer oystems										



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

# 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 to the left of the *Save w/out Closing* button, entering new values and then left clicking on the *Save w/out Closing* button.

# **Printing The Dispatch**

• Within the *Open Dispatch* # screen, the user can print a report by left clicking on the *Print this Dispatch* 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 *Unassign These Invoices* button or specific invoices by left clicking on the *Unassign* button for the specific invoice. All of the invoices will be removed from the dispatch and will again be shown within the *Undispatched Delivery Items* screen.

# **Current Dispatches**

• Left click on the *Current Dispatches* 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:

	acking Sys	tem							TRACKIN	
Map View	Drivers	Undis	spatched ery Items	<u>Current</u> Dispatches	Unreturne Delivery Ite	<u>d</u>	Reports	Setup	Help	ROYST
		Delive	ery Items	Dispatches	Delivery Ite	ms				
pen Dispatche:	s	Expanded View	Show Today's	Closed Dispatches						
Dispatch	Named Route	Driver	Started	Completed						
ispatch # 141		John Smith	12/01/2009 12:33	and a second						
ispatch # 142	Urgent	Robert Robinson	12/01/2009 12:33	3 PM						
id a Dispatch										
spatch #:		Find								
spacon #.										
istomer #:		Find								
	er Systems									
istomer #:	er Systems									
istomer #:	er Systems									
istomer #:	er Systems									
istomer #:	er Systems									
istomer #:	ier Systems									
istomer #:	er Systems									
istomer #:	er Systems									
istomer #:	er Systems									
istomer #:	er Systems									
istomer #:	er Systems									

# **Expanded View Of Open Dispatches**

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



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

Log O	up <u>Help</u>	<u>Set</u>	Reports	<u>eturned</u> ery Items		<u>Current</u> <u>Dispatches</u>	spatched ary Items		Drivers	Map View
									nes	en Dispato
	#75	Dispatch		h #74	D	#73	Dispatch #			Dispatch
	Paul Williams	Driver		Craig Smith	D	Bob Smith	Driver B		Alan Adams	
	8:51 AM	Started		8:50 AM	S	8:48 AM	Started 8		8:47 AM	Started
REPAIR	DIETERS V W	142		CERTIFIED A	11	DATSUN CAR SERVICE		A MARTIN AND A PROPERTY AND	AMERICAN ACF	139
	CONE CHEVRO	<u>143</u>		Pickup Retu		Pickup Paper from Staple	P	RADIATOR	CONTINENTAL	1760
L RADIATO	CONTINENTA	144								
		<u>.</u>	ACRYLIC	AMERICAN A			l			l
	CONE CHEVRO	<u>143</u> <u>144</u>	ACRYLIC	Pickup Retu AMERICAN A AMERICAN A	bles <u>1</u> 1	Pickup Paper from Staple:	P	RADIATOR	CONTINENTAL omputer Systems	

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

# Show Today's Closed Dispatches

• Within the *Open 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:

eD	elivery T	racking Sys	tem						RACKING	VERY SYSTEM ROYSTEST3
	Map View	Drivers		Undispatched Delivery Items	Current Dispatches	Unreturned Delivery Items	Reports	Setup	Help	Log Off
								<u>,</u>		
С	losed Dispatc	hes	Exp	anded View 🛛 🗹 Show To	day's Closed Dispatches					
	Dispatch	Named Route	Driver	Started	Completed					
	)ispatch # 87		Alan Adams	3/16/2010 12:34:00 PM	3/16/2010 1:35:00 PM					
Fir	nd a Dispatch									
Di	ispatch #:		Find							
0	ustomer #:		Find							
© 2006	5 Autologue Comp	uter Systems								
L										

# Viewing A Specific Dispatch Number

• Within the *Open Dispatches* screen, the user has the option to view all invoices assigned to a dispatch number. Simply left click on a 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 Finished at:* field and update the date and time the dispatch was closed.
- Left click on the *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<sup>TM</sup> 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 *View Run on Map* button.



User's Guide

A map view will now be displayed as shown:



# Finding A Specific Dispatch Number

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



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

	Undispatch	ed Curre	nt Upret	urned				ROYSTE
Drivers	<u>Undispatch</u> <u>Delivery Ite</u>	ims Dispate	hes Deliver	y Items	Reports	Setup	Help	Log Of
ispatches for	Customer 255		Expanded View	1				
Dispatch	Driver	Started	Completed					
ispatch # 62	John Smith	12/17/2007 10:47:00 AM	12/17/2007 11:16:00 AM					
ispatch # 68	Robert Robinson	3/3/2008 10:08:00 AM	3/3/2008 10:47:00 AM					
ispatch # 69	John Smith	3/12/2008 8:47:00 AM	3/12/2008 9:14:00 AM					
ispatch # 70	John Smith	3/12/2008 3:00:00 PM	3/12/2008 3:20:00 PM					
ispatch # 72	Robert Robinson	3/13/2008 8:48:04 AM						
nd a Dispatch ispatch #: ustomer #: 2	56	Find						

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

# **Unreturned Delivery Items**

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



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 of Date Range*: or *End of Date Range*: fields and change the date range. They would then have to left click on the *Refresh* 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 *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 <sup>™</sup> 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 *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 *Toggle Expanded View* button again will again display the open dispatch information below the map.

#### Expanded View Of Open Dispatches

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

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

The screen will display a sub-window of each open dispatch that contains the dispatch number, driver assigned, starting time, and each item listed by priority with the customer name/action item. The dispatch number and invoices within each dispatch are linked that can be clicked on to view the details of the dispatch or invoice.

# Drivers

• To access the *Drivers* screen, left click on the *Driver* 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, whether they can be assigned to a dispatch (*Assignable*) and whether they are currently on a route (*On a Route*):

														R	OYSTE
Map	View	Drivers		Undispatched Delivery Items		D	<u>Current</u> ispatches		Unreturned Delivery Items	<u>.</u>	<u>Reports</u>	Setur	E E	elp	Log Off
rivers					Select a	a Driver to	View Route	s							
	Name	Radio #	Assignable	On a Route											
elect	Alan Adams	5	<b>V</b>												
elect	Bob Smith	1	<b>V</b>												
elect	Craig Smith	4	<b>V</b>												
elect	Paul Williams	3													
elect	Zack Thomas	2													

By default, each drivers *Assignable* check box is marked. This means the driver can be assigned to a dispatch. If a driver is not going to be available for dispatches, left click on the the *Assignable* check box to uncheck it.

# Reports

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



The following screen will now be displayed:

eDelivery Tracking System				ė	Delivery TRACKING SYSTEM ROYSTEST
Map View Drivers	Undispatched C Delivery Items Dis	Current spatches D	Unreturned elivery Items	Reports Setup	Help Log Off
Reports Driver Activity Report Run Report		Report Filter Filter By Date Filter By Driver Filter By Customer Num	3/16/2010 12:00 AM Alan Adams	End of Date Range: 3/16/2010 11:59 PM	
© 2006 Autologue Computer Systems					

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 *Run Report* button.



		(	Delive TRACKING SYSTE ROYST
ap View Drivers	Undispatched Current Delivery Items Dispatches	Unreturned Reports Setup	Help Log
Driver Activity Report			
Name	Number Of Dispatches	Avg Minutes Per Dispatches	
	22	452	
Alan Adams	5	12483	
Bob Smith Paul Williams	16 1	5873 20	
Zack Thomas	1 9	20 7377	
Totals		,3,,	
Totals	Number Of Dispatches	Avg Minutes Per Dispatches	
	53	4391	
	55	1551	
itologue Computer Systems			
cologue Computer Systems			
torogue Computer Systems			
congue Computer systems			
torogue Computer systems			
torogue Computer systems			
coogue Computer systems			
corgue Computer systems			

# **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 *Run Report* button.



elivery Trac	king Syste	m			
Map View	Drivers	Undispatched Delivery Items	Current Unretur Dispatches Delivery	med Reports Setup	ROYSTES
		Delivery Items	Dispatches Delivery		
Customer a	Activity Report				
Custome 255	r Number	Name DATSUN CAR SERVICE	Number Of Delivery Items 2	Avg Minutes Per Delivery Items 79	
Totals			Number Of Delivery Items	Avg Minutes Per Delivery Items	
			2	79	

#### 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 *Run Report* button.



View	Drivers	<u>Undispatched</u> Delivery Items		Current Dispatches	<u>Unretu</u> Delivery	med Items	Reports Setu	ROYS
Delivery Iter	m Activity Report							
Invoice Number	Customer Number	Customer	Driver	Dispatch Number	Action Item	Time Printed	Time Delivered	Minutes Per Delivery Items
3787	250	AMERICAN ACRYLIC	Alan Adams	87		3/16/2010 12:12:00 PM	3/16/2010 12:57:00 PM	45
3788	255	DATSUN CAR SERVICE	Alan Adams	87		3/16/2010 12:13:00 PM	3/16/2010 1:10:00 PM	57
3789	252	CHUCK & SAMS AUTOMOTIVE	Alan Adams	87		3/16/2010 12:13:00 PM	3/16/2010 1:22:00 PM	69
Totals				Number Of Deliver Items 3	y			Avg Minutes Per Delivery Item 57
ogue Computer Sy	/stems							

#### 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 *Run Report* button.



ew Drivers	De	idispatcher livery Item	id <u>Current</u> ns <u>Dispatches</u>	<u>Unreturned</u> Delivery Items	Reports	Setup	2 <u>Help</u>	<u>1</u>
Commission Report								
Driver Name:Alan Adam	5							
Date		atch # C	Cust # Name	Action Item C.O.D.	Charge			
5/4/2008 8:46:00 AM	139	72	250 AMERICAN ACRYLIC		x	\$1.75		
5/27/2008 3:56:00 PM	1759	72		VE	x	\$2.00		
5/27/2008 3:56:00 PM	1760		254 CONTINENTAL RADIATOR		х	\$3.00		
3/2/2009 10:28:00 AM	156	79	256 DIETERS V W REPAIR		x	\$1.85		
3/3/2009 10:01:00 AM	158	79	250 AMERICAN ACRYLIC		×	\$1.75		
11/13/2009 10:13:00 AM	3591	83	250 AMERICAN ACRYLIC		x	\$1.75		
12/3/2009 2:13:00 PM	3609	84	401 FULL BLOWN TEST ACCOUNT	IT NAME LINE12	X	\$3.00		
3/16/2010 12:12:00 PM	3787 3788	87 87	250 AMERICAN ACRYLIC 255 DATSUN CAR SERVICE		×	\$1.75 \$3.50		
3/16/2010 12:13:00 PM 3/16/2010 12:13:00 PM	3788	87	252 CHUCK & SAMS AUTOMOTI	VE.	x	\$3.50		
Total Dispatches:	5	07	252 CHOCK & SAMS ACTOMOTI		Commission			
e Computer Systems								

# 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 *Run Report* button.



1ap View Drivers							ROYST
DIVER	Undispatched Delivery Items	Current Dispatches	<u>Unretu</u> Delivery	rned Items	Reports	Setup	Helo Loa
Cost Analysis By Customer Repor	rt						
Customer: 255 - DATSUN CAR Date Inv # Dis	SERVICE patch # Driver Sell Co		D Et 0/ Min	uter Delivery C		h Due Eh M	
11/2/2011 1:10:00 PM 4219	97 Craig Smith 186.21 12		33.41		.20 57.02	30.62	
	99 Paul Williams 23.35 1		44.20		.73 8.59	36.77	
12/8/2011 1:45:00 PM 4220	99 Paul Williams 5.84		23.63		.73 -0.35	-6.05	
Totals	215.40 14		34.32		.67 65.25	30.29	

#### 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 *Run Report* button.



					21		ROY
p View Drivers	Undispatched Delivery Items	<u>Current</u> <u>Dispatches</u>	Unretu Delivery	<u>irned</u> Items	Reports	Setup	Help
Cost Analysis By Driver	Report						
Driver: Bob Smith	Report						
Date	Dispatch Customer # Nar	ne Sell Co	ost Gross Profit <mark>\$</mark> Gro	oss Profit % Minut	tes Delivery Cost N	let Profit \$ Ne	et Profit %
11/29/2011 7:50:00 AN	1 98 250 AM	ERICAN ACRYLIC 98.55 67	.55 31.00	31.46	10 3.47	27.53	27.94
Totals		98.55 67	.55 31.00	31.46	10 3.47	27.53	27.94
Driver: Craig Smith							
Date 11/2/2011 1:10:00 PM		ne Sell Co TSUN CAR SERVICE 186.21 123			tes Delivery Cost N 15 5.20	let Profit \$ Ne 57.02	2t Profit % 30,62
Totals	97 235 DA	186.21 123			15 5.20	57.02	30.62