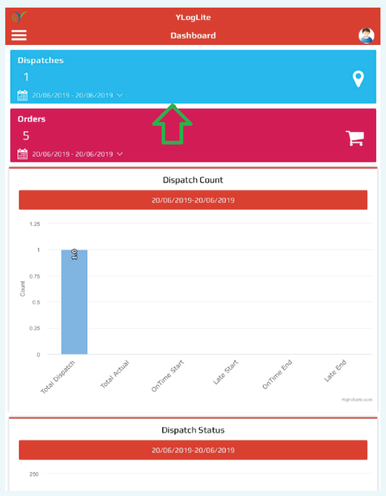
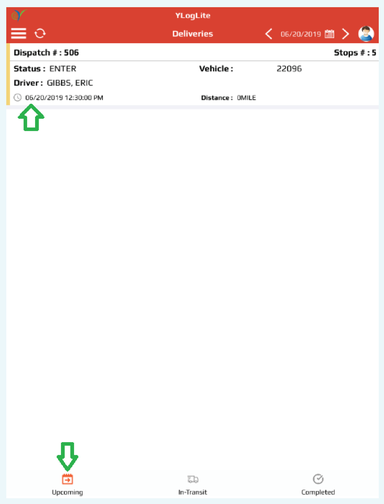
At the counter, tap on the "Dispatches" icon on the Dashboard screen



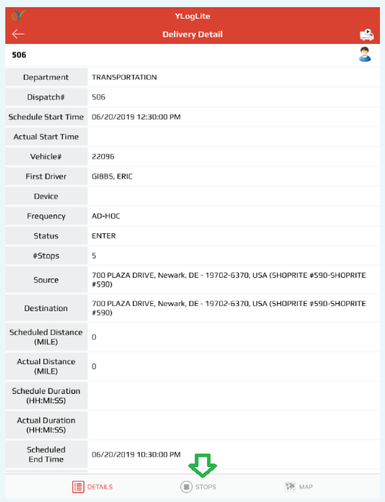
The route which are in "Enter" status as the Route is entered but not yet started will appear in "Upcoming Tab". If your route does not appear, notify the dispatcher on duty. In the header area, you are told the route number (upper left)

Tap on the route box to continue.



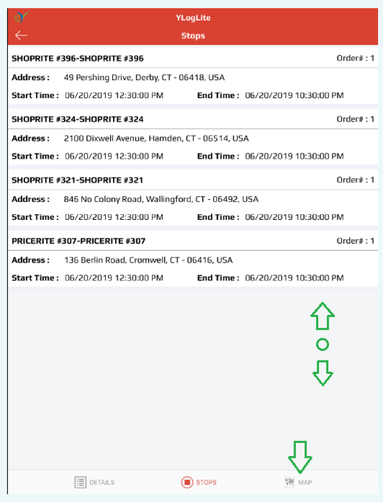
This screen will tell you the tractor (vehicle) number you previously entered. Verify verses the Trip Sheet that the correct number was entered.

Tap on the "STOPS" tab.



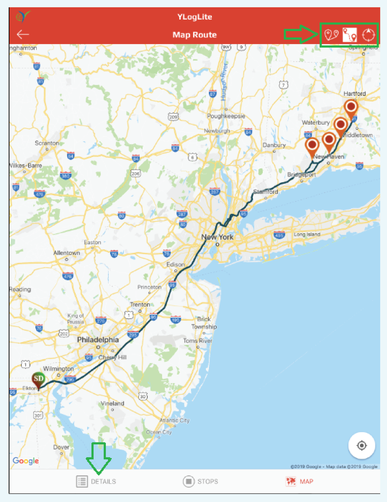
While still at the Distribution Counter, swipe up and down on the white portion of the Stop Details screen to verify the stops verses the Trip Sheet. If any stops are missing any stops inform the Dispatcher on duty.

Tap the "MAP" icon when done.

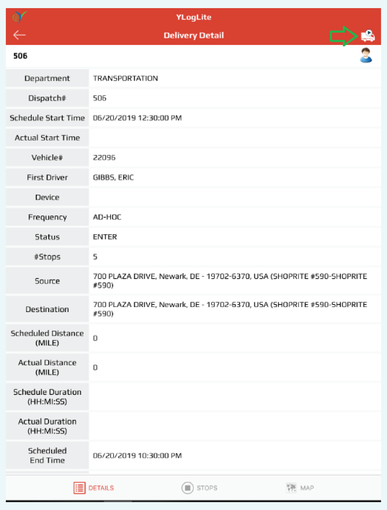


This screen shows your current location, 1st icon to navigate your route through Google map, 2nd icon is to draw path between source, destination and stops, 3rd icon is for controlling default refresh of the map.

Tap the "DETAILS" tab when done.

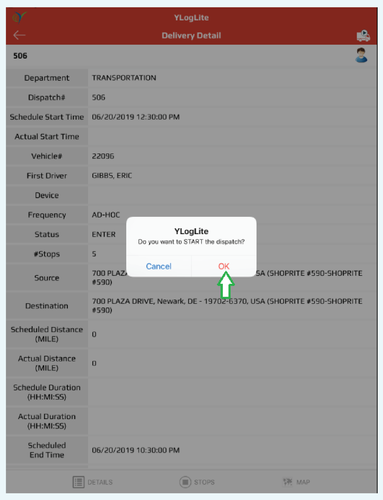


Tap the "Start Dispatch" icon.



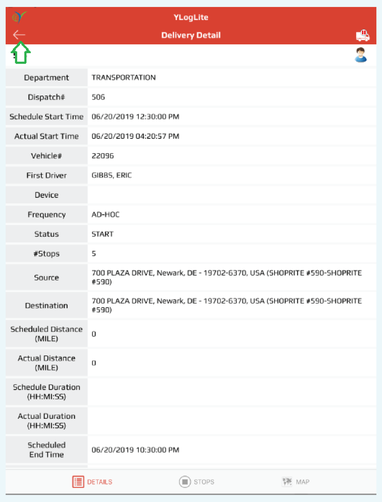
A pop-up window will appear, "Do you want to start the dispatch"?
If your route and stops are correct, tap, "OK". Once you tap "OK", no

stops can be added or removed from the route.



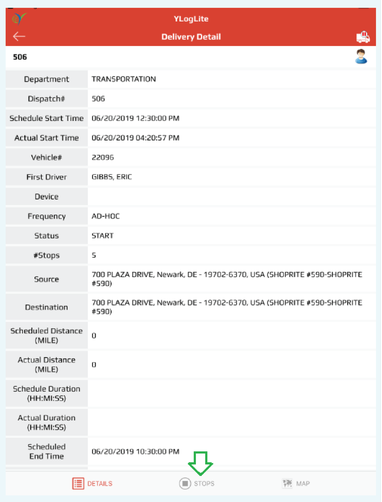
The "start Dispatch" button now changes to "Stop Dispatch" button,

Click the "Back" icon to Display the Route.

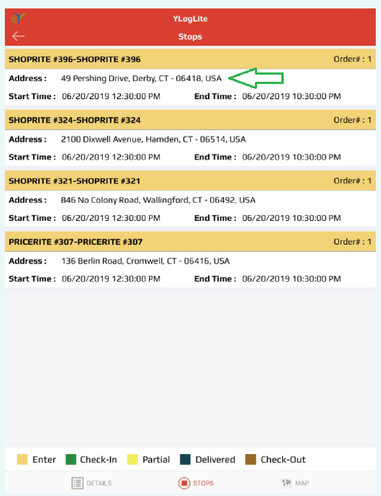


The Route is now moved in "In-Transit" tab and the status has changed to "Started",the route with "Start" or "In-Transit" status will appear in "In-Transit" tab.
Tap on the Route box to continue.

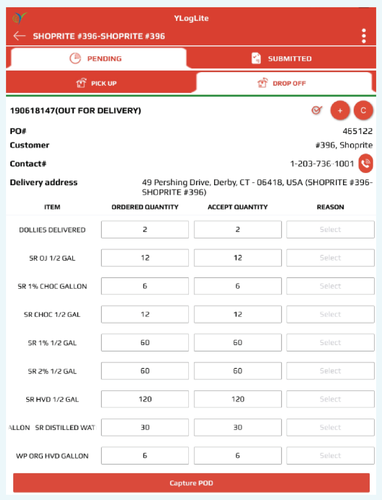
Tap on the "STOPS" tab.



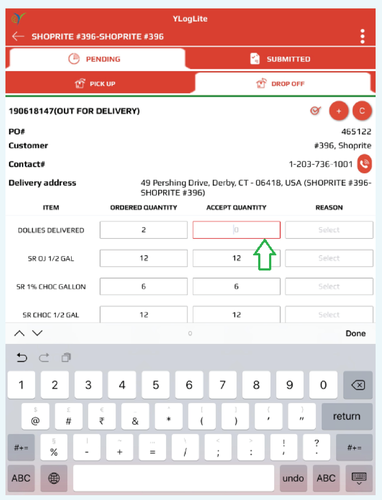
In the "Stops" window, tap on the store you are ready to deliver to start the POD process.



The POD shows the order and lines to be delivered.



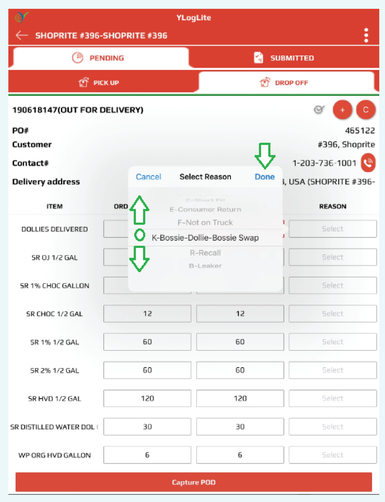
If the Accepted Quantity is different, tap on the Accepted Quantity field and type in the correct amount. In this example, we are changing it to 0 delivered. Click the "Select" area next to the quantity when complete.



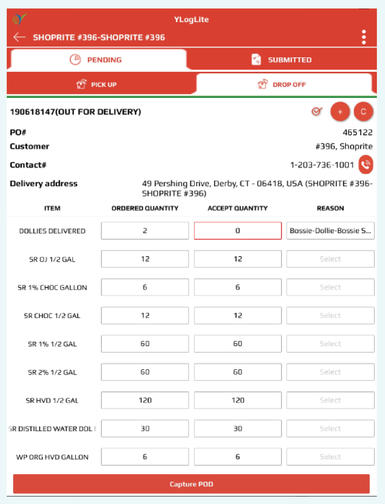
Tap on the reason for the Adjustment.

Note: "Damaged Product", "Leaker" and "Not on Truck" reasons are only given when the quantity is more then a full case. Stores are already given a % credit already to cover incidents,

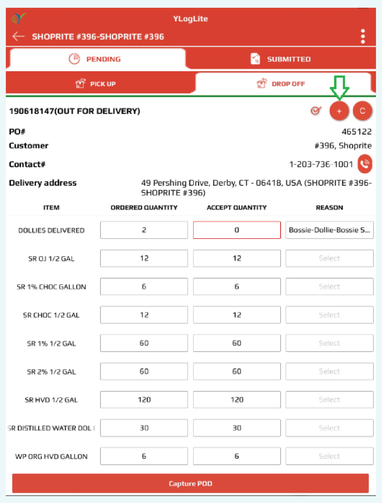
Click on "Done" when complete.



In this example, we selected "Bossie-Dollie-Bossie Swap", which is a conversion.

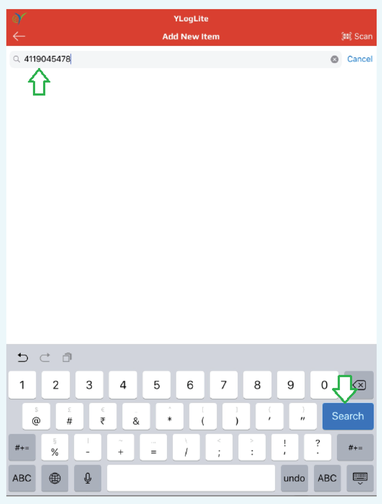


To Add a new item, not currently listed on the delivery, scroll up and tap the Add icon.

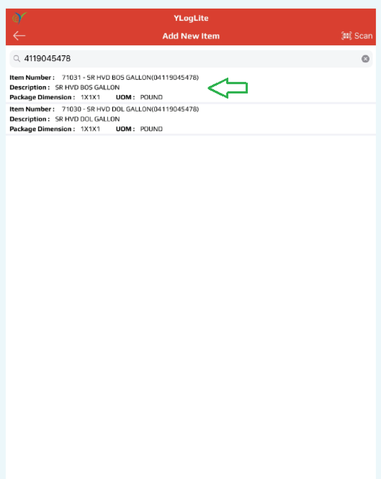


Key in the UPC code of the item you are adding. It can be found on the side of the carton or on the Add\Cut sheet.

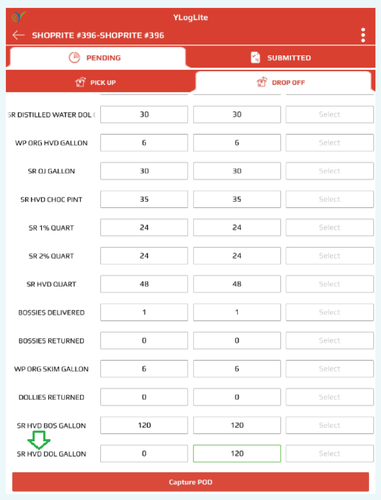
Tap the "Search" icon to continue. Search



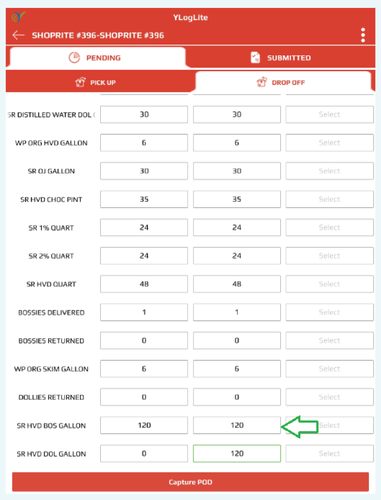
Select the item you are adding. Bossy and Dolly products have the same UPC code, select the appropriate one. In this case, we are adding Bossy product. (If you make a mistake, you can go back and edit the quantities to ensure they are correct.



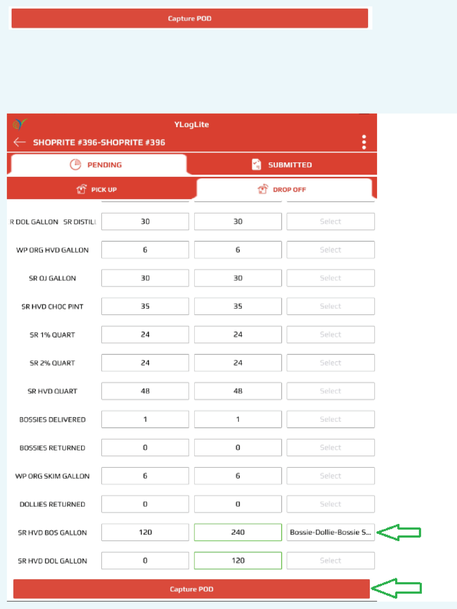
The newly added item appears at the bottom of the POD (Ticket).



Tap on the Accepted Quantity fields for Bossy and Dolly returns. Enter the quantities returned.



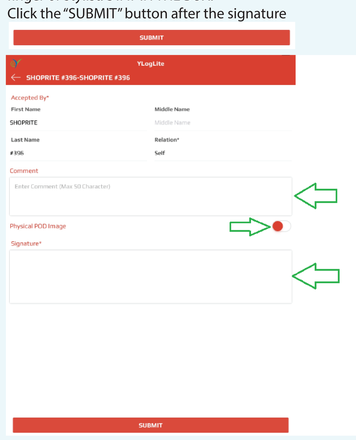
Click the select field to enter a reason, use reason "Bossie-Dollie-Bossie Swap",
Click on "Capture POD" button when complete.



When the delivery is complete, tap on the comment field and type in the name of the person who is signing the POD.

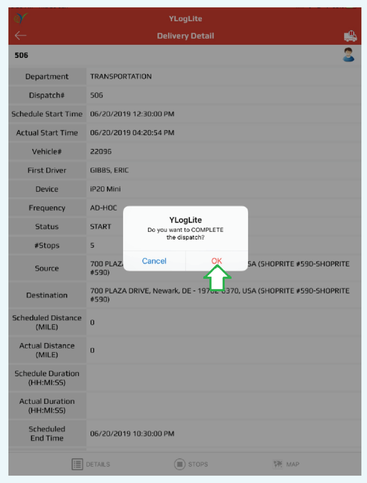
Next, Tap on radio button of "Physical POD Image" option - an option will appear to upload image of the bill/receipt etc. , click on it and camera will open, capture the image.

Next, click the "Signature" field, a pop-up will appear allowing that person to sign with their finger or stylist. STAY IN THE BOX.
Click the "SUBMIT" button after the signature



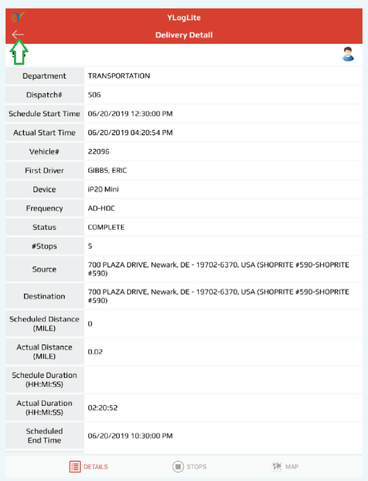
Header will change to "Cyprus" color for each delivered store, Repeat for each store on the route.
When the route is complete, tap the "Stop Dispatch" icon.

When prompted, "Do you really want to stop Dispatch"? Select OK.

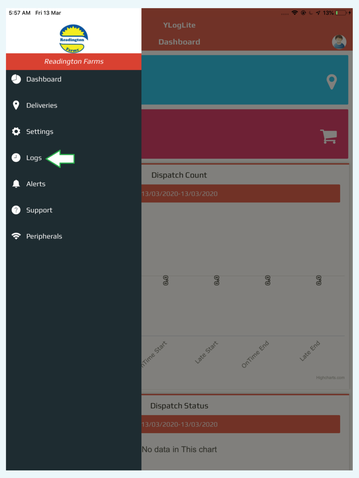


Tap the "Back" icon to return to the "Complete" tab where your completed route will appear.

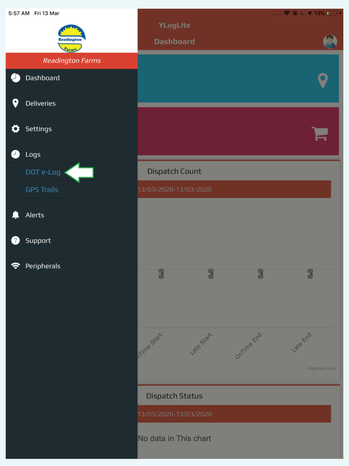
Perform Operations on DOT page-

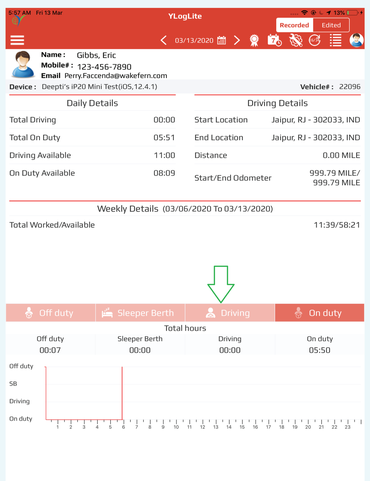


Now tap on "DOT e-Log" page.



Now tap on "DOT e-Log" page.





The state of the DOT can be changed automatically and manually-
Automatic State change-

Note- Below column are present in the page "Settings"-> "Profile Value"-> "Time Defaults"

DOT On Duty To Off Duty-
DOT State will automatically change to off duty from on duty after the time set in this column expires.

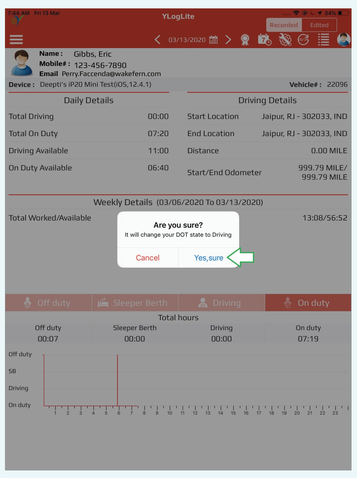
DOT Off Duty To On Duty-
DOT State will automatically change to on duty from off duty after the time set in this column expires.

DOT Driving To On Duty-
DOT State will automatically change to on duty from Driving after the time set in this column expires.

Manual State Change- Click on the state tab you need to change to.

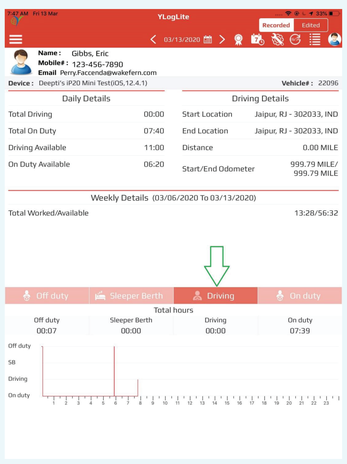
For example we are changing DOT state from on duty to driving in this process so click on "Driving" tab.

Now click on "Yes,sure" button to confirm the change.



Now state of DOT is changed to "Driving"

Edited DOT's approval-



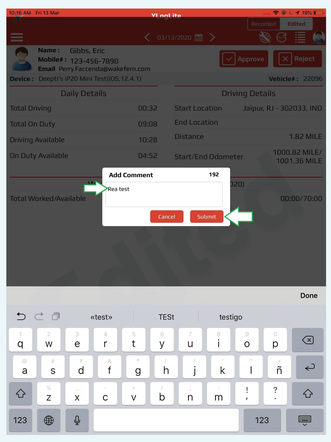
By default, edited DOT will be present for the driver, to compare actual and edited DOT, driver can switch between recorded and edited tab.

Click on the grid icon to see the edited record.

Record with "Pencil" icon is the edited record

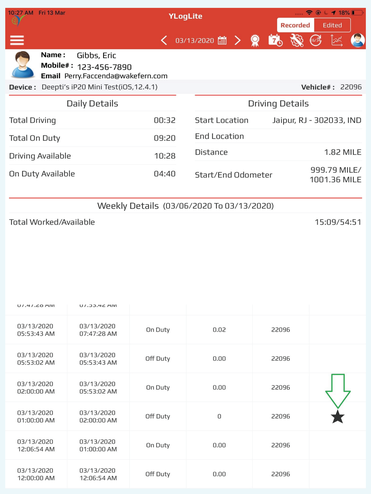
Click on "Approve" button to approve the edited log, a comment window will appear

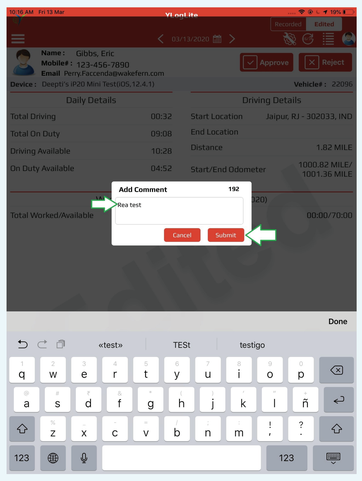
Enter the comment in the textbox and submit and that record will move from "Edited" to "Recorded".



Now state of DOT is changed to "Driving"

Edited DOT's approval-



Click on "Reject" button to reject the edited log, a window will appear.

Enter the comment in the textbox and submit and that record will be rejected.