



AUTOLOGUE COMPUTER SYSTEMS, INC.

eDelivery User Guide



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1. eDelivery Tracking System

The eDelivery Tracking System is a cloud based, fully integrated, driver dispatch management system that provides comprehensive customer service by:

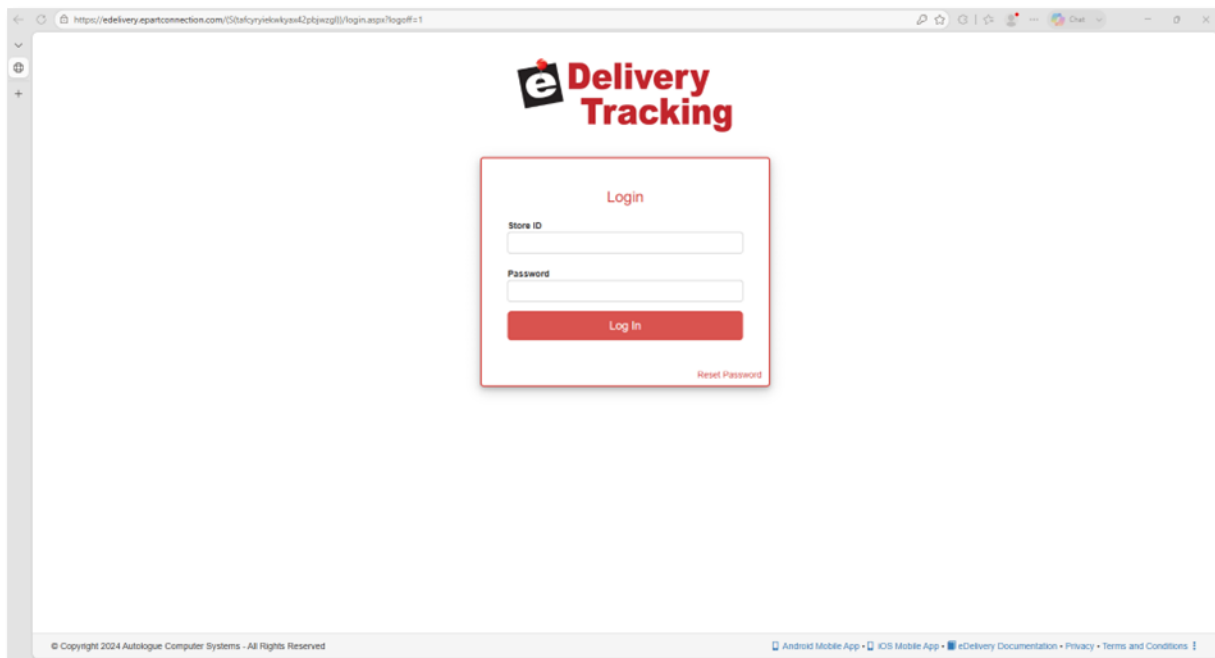
- Decreasing both delivery time and cost.
- Providing the invoice print, dispatch and delivery times.
- Increase driver productivity and accountability.

2. eDelivery Login

Access the eDelivery Tracking System from the following URL:

<https://edelivery.epartconnection.com>.

The **eDelivery Tracking System Login** screen will display.



Enter the pre-defined **Store ID** and **Password** and click the **Log In** button.

The entered **Store ID** will remain through subsequent logins. The **Password** can be saved or cleared for each login.

The **Undispatched Items** screen opens upon login.

2.1. Limited Login

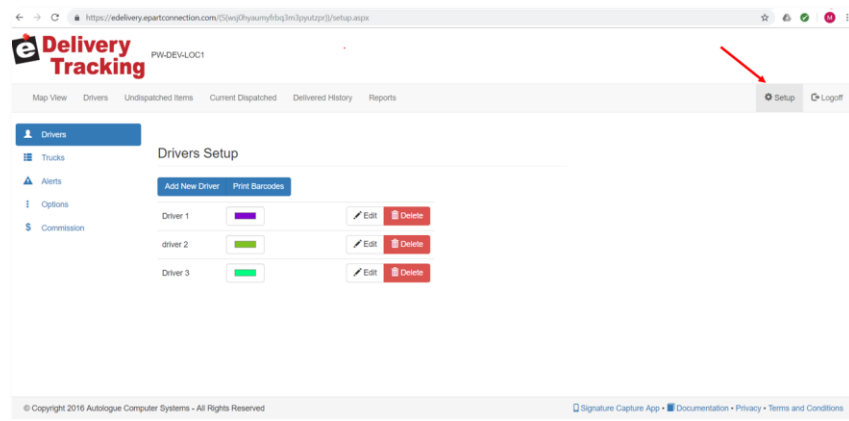
Certain users (e.g., countermen) can be configured with a password that limits their access to specific functions within the system.

Limited users can search for invoices, view undispached items, review current dispatches, add items to an active dispatch, edit delivered date/time entries, and access the map, delivery history, and reports. They are restricted from creating or closing dispatches (buttons are disabled) and cannot access the *Setup Options* menu link.

3. Setup Screen

Click the ⚙️ **Setup** icon in the upper-right corner of the screen.

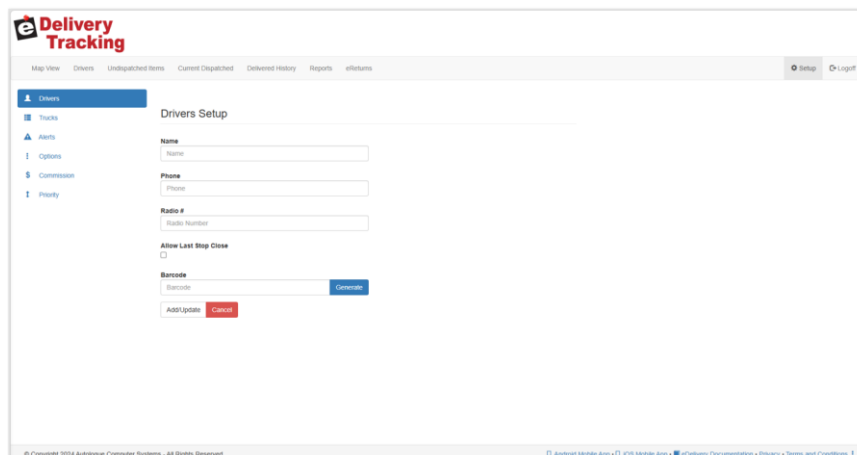
The screen opens to the **Drivers** menu, **Drivers Setup**, with each existing Driver displayed:



3.1. Drivers

3.1.1. Adding Drivers

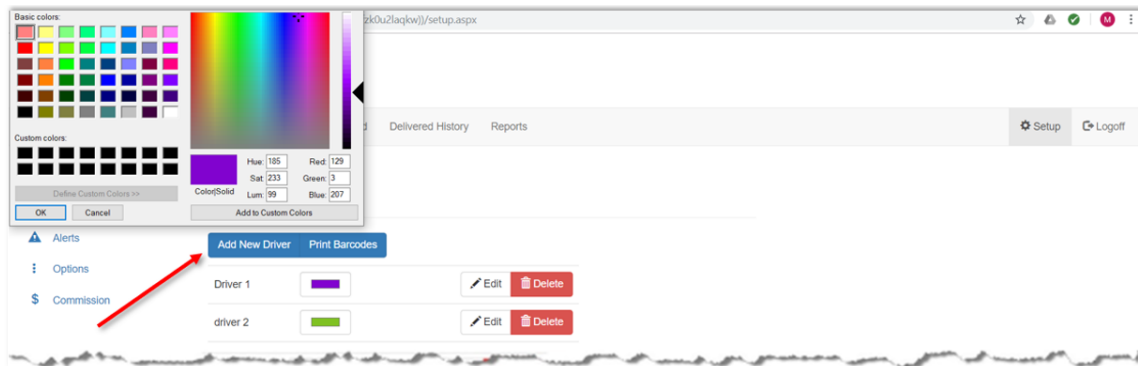
To manage drivers, click the *Add New Driver* button. The Driver Setup screen will open, allowing you to add new drivers, edit existing driver information, or delete driver records as needed.



- **Name** – Enter the driver's name.
- **Phone** – Optionally enter the driver's (cellular) phone number.
- **Radio #** – Optionally enter the driver's radio number, email address, etc.
- **Allow Last Stop Close** – Select the check box only for drivers authorized to automatically close a dispatch after completing their final stop.
- **Barcode** – Optionally enter the driver's barcode number (if available) or click the **Generate** button to create a barcode.

Click the **Add** button to save the driver, or **Cancel** to abort saving the driver.

Select a different color for each driver that will be used to track that driver per truck for the dispatches. Click the color box, choose a color, and click **OK** to save, or **Cancel** to abort saving that color.



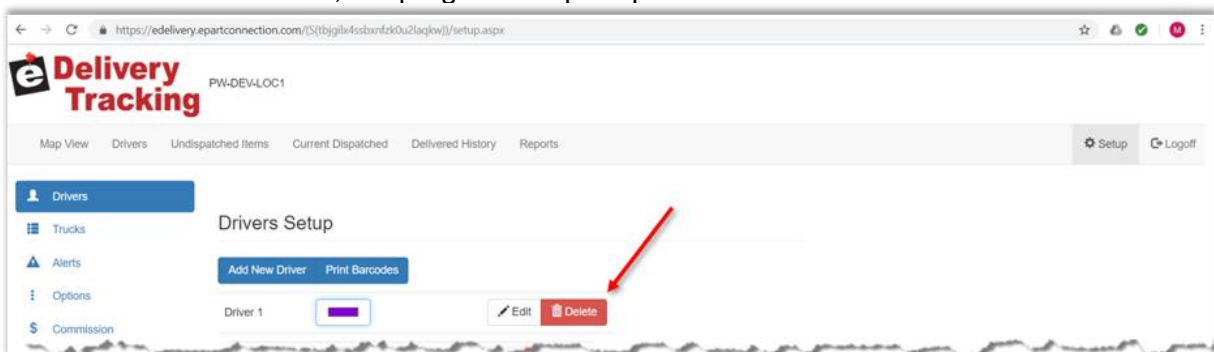
3.1.2. Editing Drivers

To edit an existing driver, click the **Edit** button to the right of the driver, and the **Drivers Setup** screen opens to display the existing data. Change any of the values and click the **Update** button to save the changes or **Cancel** to abort saving the changes.

3.1.3. Deleting Drivers

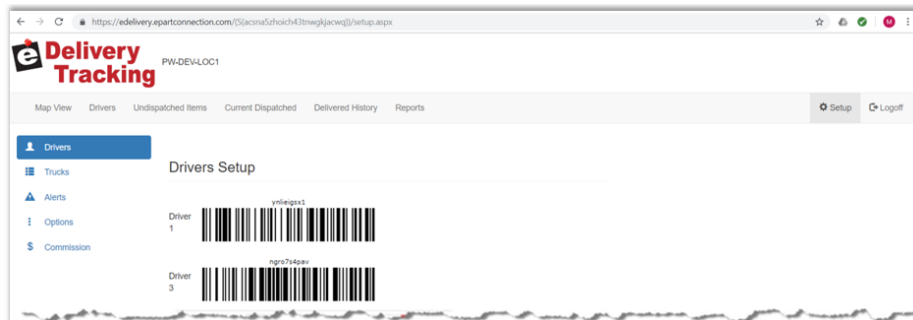
To delete an existing driver, click the **Delete** button to the right of the **Edit** button for that driver:

- The driver and report history will be permanently deleted, but can be re-entered if needed.
- If the driver is on a route, the program will prompt that the driver cannot be deleted.



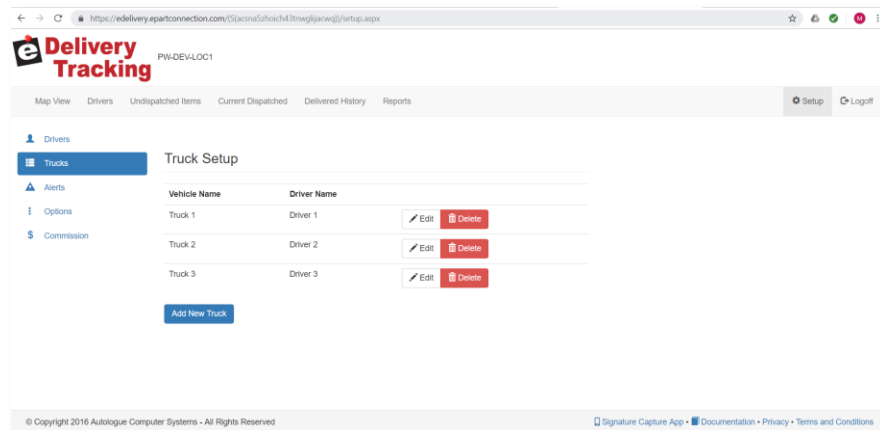
3.1.4. Print Barcodes

Click the blue **Print Barcodes** button to print a list of the existing barcodes for the drivers that can be used to scan drivers for deliveries.

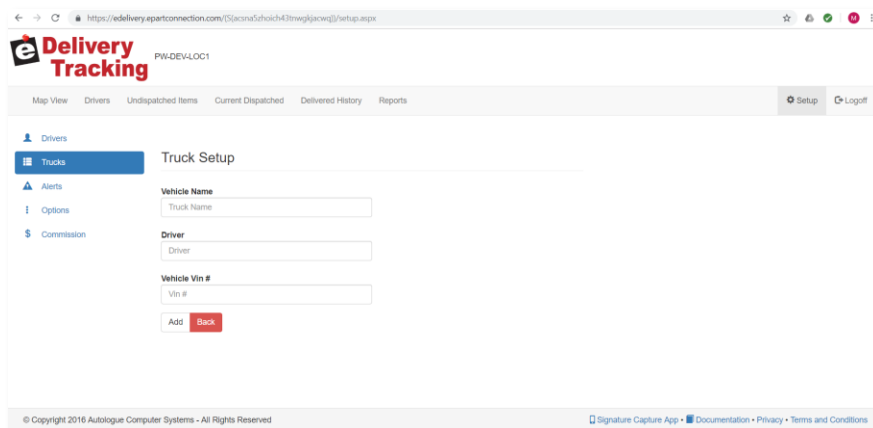


3.2. Trucks

Click the **Trucks** menu to add, edit, and delete delivery trucks. The **Truck Setup** screen opens with each existing truck displayed.



Click the **Add New Truck** button to add a new delivery truck. All fields are mandatory.



- **Vehicle Name** – Enter a name for the vehicle.
- **Driver** – Enter a name for the driver who normally drives this vehicle.
- **Vehicle Vin #** – Enter the vehicle's VIN.

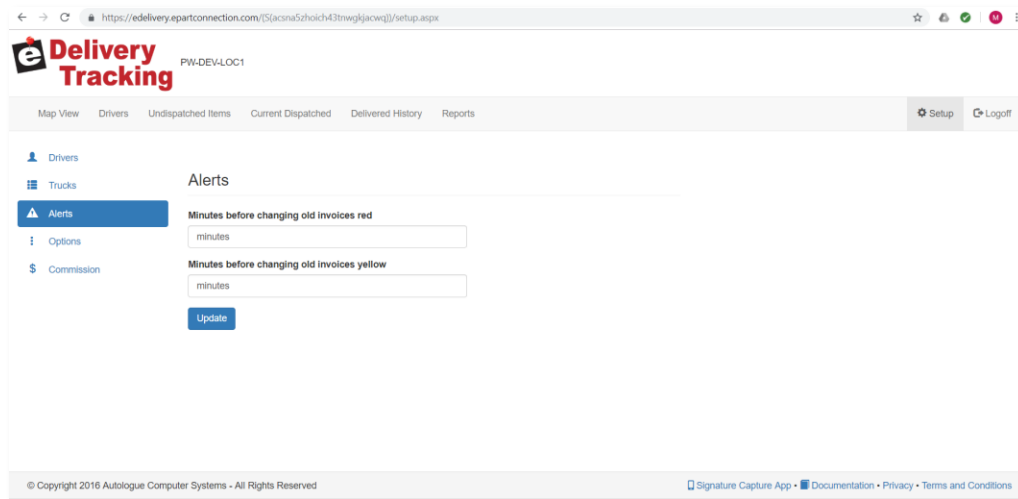
Click the **Add** button to save the truck, or the **Back** button to abort saving the truck.

3.2.1. Editing/Deleting a Truck

- To edit an existing delivery truck, left-click on the  **Edit** button on the row of the listed truck and change any of the existing fields, then click on the **Update** button to save the changes.
- To delete an existing delivery truck, left-click on the  **Delete** button on the row of the listed truck.

3.3. Alerts

Click the **Alerts** menu to open the **Alerts** screen. This screen allows you to configure the number of minutes an invoice may remain undispatched before the grid color changes.



- **Minutes before changing old invoices red** – Enter a numeric value up to 30000 that represents the number of minutes an invoice can remain on the **Undispatched Items** screen before being changed into a “red” alert state. Leave the field blank for an unlimited number of minutes so that the alert does not display.
- **Minutes before changing old invoices yellow** – Enter a numeric value up to 30000 that represents the number of minutes an invoice can remain on the **Undispatched Items** screen before being changed into a “yellow” alert state. Leave the field blank for an unlimited number of minutes so that the alert does not display.
- Click the **Update** button to save the entered minutes.

3.4. Options

Click the **Options** menu to open the **Options Setup** screen, used to set up several controls used by the eDelivery program.

3.4.1. Store Location (for Map View)

The Store Location setups are used for delivery tracking in the **Map View** process.

- Click the **Get Store Coordinates** button.
- Enter the store location address and click the **Lookup** button. Then click **Done**.

- **Time Zone** – Click the down arrow to the right of the field and select your specific time zone.
- **Use Day Light Saving Time** – The field defaults to blue (yes) to indicate that your area uses daylight saving time. Click the slider button to move it to the right, which changes the field to gray (no) and indicates that your area does not use daylight saving time.

The screenshot shows the 'Options' tab in the eDelivery Tracking System setup interface. The left sidebar contains links for Drivers, Trucks, Alerts, Options (selected), and Commission. The main content area is titled 'Options' and includes the following fields:

- Store Location (for map view):** A button labeled 'Get Store Coordinates'.
- Time Zone:** A dropdown menu currently set to '(GMT-08:00) Pacific Time; Los Angeles'.
- Use Day Light Savings Time:** A toggle switch currently turned on (blue).
- Dispatching Options:**
 - Can Edit Closed Dispatches:** A toggle switch currently turned on (blue).
 - Automatically Close Dispatch After:** A dropdown menu set to 'Never'.
 - Named Driver Routes (separate each with a comma):** A text input field containing 'Routes'.

At the bottom, there is a copyright notice: '© Copyright 2016 Autologue Computer Systems - All Rights Reserved' and links for 'Signature Capture App', 'Documentation', 'Privacy', and 'Terms and Conditions'.

3.4.2. Dispatching Options

Dispatching Options allow you to set up and manage the specific controls applied during the dispatch process.

The screenshot shows the 'Dispatching Options' tab in the eDelivery Tracking System setup interface. The left sidebar contains links for Drivers, Trucks, Alerts, Options (selected), and Commission. The main content area is titled 'Dispatching Options' and includes the following fields:

- Can Edit Closed Dispatches:** A toggle switch currently turned on (blue).
- Automatically Close Dispatch After:** A dropdown menu set to 'Never'.
- Named Driver Routes (separate each with a comma):** A text input field containing 'Routes 1, Route 2, Route 3'.
- Zones (separate each with a comma):** A text input field containing '1,2,3,4'.
- Import file can be .txt or .csv with following format ... Customer Number, Customer Name, Zone:** A note above two buttons: 'Choose file' and 'Import'.
- Driver Cost per Hour:** A text input field containing '11.0000'.
- Truck Cost per Mile:** A text input field containing '4.0000'.
- Average MPH:** A text input field containing '35'.
- Save Options:** A button at the bottom.

At the bottom, there is a copyright notice: '© Copyright 2016 Autologue Computer Systems - All Rights Reserved' and links for 'Signature Capture App', 'Documentation', 'Privacy', and 'Terms and Conditions'.

- **Can Edit Closed Dispatches** – The field defaults to blue (yes) to indicate that the dispatcher is allowed to edit closed dispatches. Click the slider button to move it to the right, which changes the field to gray (no) and indicates that once closed, dispatches cannot be edited.
- **Can View Invoices in Mobile App** – The field defaults to blue (yes) to all a PDF copy of the invoice within the eDelivery Mobile app.
- **Automatically Close Dispatch After** – The field defaults to **Never**. Click the scroll button and select **Last Signature** to indicate that dispatches will automatically be closed as soon as the last customer's signature is captured. Breadcrumbs will stop being tracked once the dispatch is closed. **Note:** additional options in the **Driver Setup** menu control which drivers are allowed to perform this function. Selecting **Driver Returns** indicates that dispatches will automatically be closed as soon as the driver returns to the store.
- **Named Driver Routes (separate each with a comma):** – Enter each standard route that is followed by the store for deliveries. Separate each route with a comma.
- **Zones (separate each with a comma):** – Enter each zone that is assigned to a customer for deliveries. Separate each zone entered with a comma.
- **Zones (import file):** - Zones can also be imported using a .txt or .csv file. Use the following format: Customer Number, Customer Name, Zone.
- **Driver Cost per Hour** – Enter the dollar amount drivers are paid per hour. Used for reporting.
- **Truck Cost per Mile** – Enter the average dollar amount that it may cost per mile. Used for reporting.
- **Average MPH** – Enter the (whole, numeric) average miles that the trucks may drive in an hour.

Automatically Close Dispatch After

Never

Never

Last Signature

Driver Returns

(separate each)

Click the **Save Options** button to save the setups.

3.5. Commission

Click the **Commission** menu to open the **Driver Commission for Customer** setup screen. This screen is used to enter driver commissions payable for each delivery. Only customers with information stored in ePaperlessOffice will appear on this screen.

Customer Number	Name	Commission Amount
6		\$0.00
62	NOT IN USE	\$0.00
100	STEVEDORING SVCS SHIP TO	\$0.00
119	ALLIED BODY WORKS	\$7.00
140	B & B AUTO PARTS	\$0.00
145	SEARS AUTOMOTIVE	\$2.00
152	MULTISERVE	\$0.00
204	FIRESTONE - SOUTHCENTER	\$5.00
1000	TEST CUSTOMER #1000	\$0.00

- To manage commissions – Select this check box to display commission entries from this screen in the Dispatch screen. Clear the check box to hide commission information.
- To set up specific commission amounts for drivers, enter the dollar value to be paid for each delivery to that customer, then click the **Save** button at the end of the row. Repeat this process for each customer whose deliveries include a commission payment to drivers.

4. Undispatched Items

The **Undispatched Items** tab displays a list of all invoices scheduled for delivery that have not yet been assigned to a dispatch. By default, invoices are added with a priority of 9 and a white background color.

Priority	Ticket	Invoice	Origin	Customer	Type	Amount	Invoice Print	Pick Date	Action Item	Zone
9		126977	PW-DEV-LOC1		CASH	6.33	2019-02-26 10:59 AM			
9		126978	PW-DEV-LOC1	SEARS AUTOMOTIVE	CASH	86.66	2019-03-05 09:38 AM			1
9		126979	PW-DEV-LOC1	ALLIED BODY WORKS	CHARGE	281.82	2019-03-05 09:40 AM			1
9		126980	PW-DEV-LOC1	FIRESTONE - SOUTHCENTER	CHARGE	93.73	2019-03-05 09:41 AM			
9		126981	PW-DEV-LOC1	B & B AUTO PARTS	CASH	12.60	2019-03-05 09:42 AM			
9		126982	PW-DEV-LOC1	MULTISERVE	CHARGE	114.14	2019-03-05 09:45 AM			
9		126983	PW-DEV-LOC1	MULTISERVE	COD	85.63	2019-03-05 09:49 AM			

4.1. Invoice Grid

The invoice grid displays the following information:

- **Priority** (importance)
- **Pick Ticket** (number)
- **Invoice** (number)
- **Origin** (store number)
- **Customer** (name)
- **Type** (pay type: cash/charge/COD)
- **Amount** (invoice total)
- **Invoice Print** (print date and time)
- **Pick Date** (print date and time)
- **Action Item** (refer to section [5.2. Action Items](#))
- **Zone** (delivery location)

4.2. Sorting

Click the column headers to re-sort the list of invoices from ascending to descending order and click again to toggle the list back to ascending order.

4.3. Selecting Items

Select specific invoices by clicking the small check box (☐) at the beginning of each row, or automatically select all available delivery items by clicking on the small check box to the left of the **Priority** column heading. Click again to deselect.

When zones have been set up, clicking on a specific zone will automatically select all invoices associated with that zone. Click once to **select all invoices** for the chosen zone. Click again to **deselect all invoices**. Multiple zones can be selected at the same time.

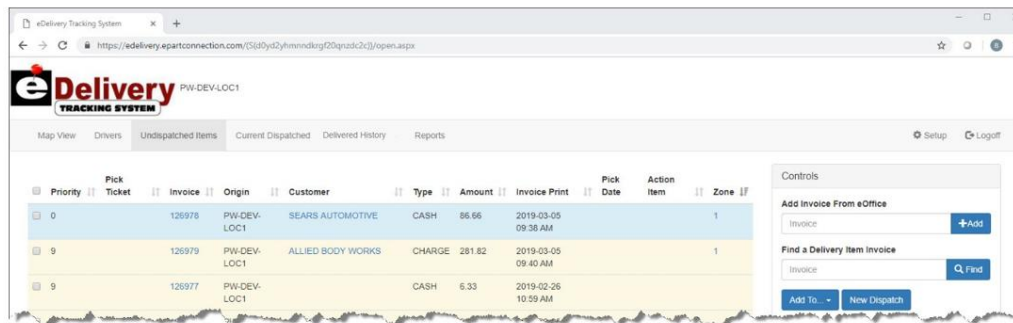
To select all items in an area, click the **Map View** tab, and a map view displays. Click the Pencil () icon, draw a circle around an area, and click the Truck () icon to add all invoices from that area to a dispatch. Refer to the section **8.Map View Screen** for additional information on the Map View functionality.

4.4. Change Priority

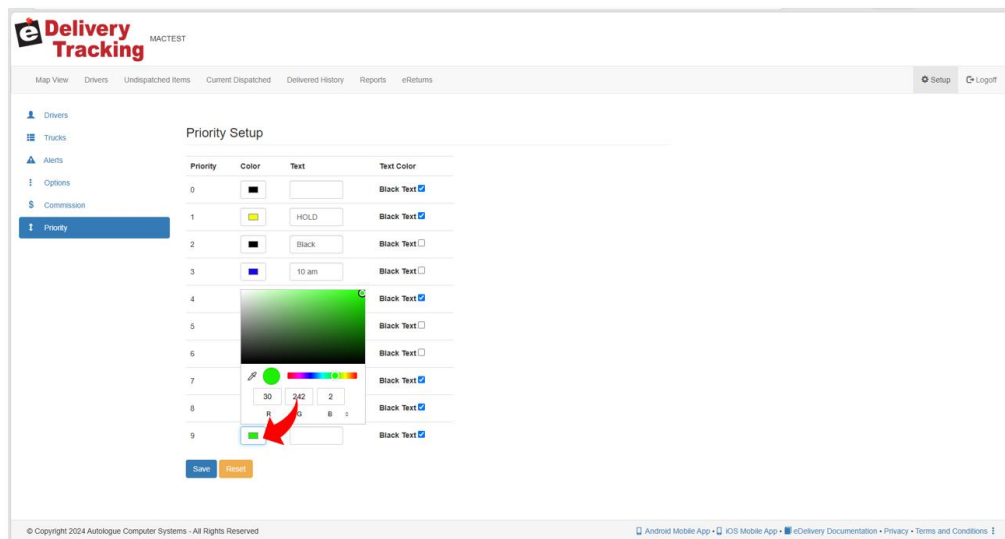
Priority numbers from 0 to 9 are used to identify invoices by importance, with 0 being the highest priority.

- **Change Priority to:** – To change the importance, select one, several, or all invoices and:
 - Click the small down arrow to the right of the **Change Priority to:** field under the screen **Controls**.
 - Select the priority from the list.
 - Click the **Change Priority** button.

A Priority of '0' indicates that the item needs to be urgently delivered, and as further indication, the background changes to a light blue.



- **Add Priority labels:** – Create visual labels for priority 0-9:
 - Select **Priority** menu on the left side of the **setup page**.
 - Choose the color of the label and add text in black or white.
 - This adds an extra layer of identifiers to help organize and prioritize deliveries.



User Guidelines

eDelivery Tracking System

- The labels will display on the Undispatched page along with the corresponding Priority.

Priority	Invoice	Origin	Customer	Type	Amount	Invoice Print	Pick Date	Action Item	Zone
0	012336	STR1	PALACE TIRE	COD	1.19	2026-01-07 12:25 PM			3
1	004150	STR1	QUICK LUBE	CASH	3.69	2026-01-07 11:51 AM			1-2
2	012179	STR1	DEPARTMENT	COD	3.70	2025-04-18 07:22 AM			1-2
2	012216	STR1	DEPARTMENT	COD	3.87	2025-06-04 08:20 PM			1-2
2	012271	STR1	CITY MACHINE	CHARGE	3.87	2025-07-22 10:17 AM			1-2
2	012186	STR1	RETAIL DELIVERY	CHARGE	1.19	2025-04-18 07:27 AM			1-1
3	004149	STR1	HOLLEY BODY SHOP	CASH	122.88	2026-01-07 11:41 AM			
4	004148	STR1	HOLLEY BODY SHOP	CASH	2.99	2026-01-07 11:40 AM			
5	004151	STR1	QUICK LUBE	CASH	17.34	2026-01-07 11:51 AM			1-2
6	012170	STR1	DEPARTMENT	COD	52.00	2025-04-09 09:34 AM			1-2
7	012334	STR1	WOODLAND AUTO	CHARGE	74.98	2026-01-07 11:48 AM			Woodland
8	012332	STR1	DEPARTMENT	COD	46.00	2026-01-07 11:42 AM			1-2
8	012333	STR1	WOODLAND AUTO	CHARGE	5.95	2026-01-07 11:48 AM			Woodland
9	012335	STR1	PALACE TIRE	COD	0.99	2026-01-07 12:15 PM			3

4.5. Alerts

With alert times set up, once a specific alert time has elapsed:

- The background color will turn from white to yellow for invoices with a Priority of 1 through 9 when the **Minutes before changing old invoices to yellow** alert time expires.
- The background color will turn from white to red for invoices with a Priority of 1 through 9 when the **Minutes before changing old invoices to red** alert time expires.
- The background color does not change for invoices with a Priority of '0' when the **Minutes before changing old invoices to red** alert time expires.

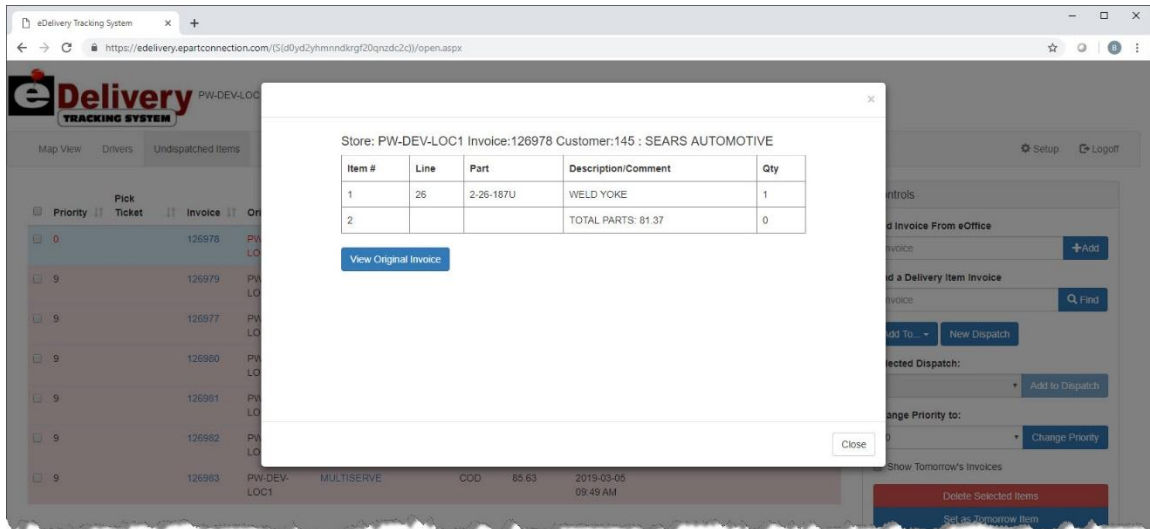
Priority	Invoice	Origin	Customer	Type	Amount	Invoice Print	Pick Date	Action Item	Zone
0	126978	PW-DEV-LOC1	SEARS AUTOMOTIVE	CASH	86.66	2019-03-05 09:38 AM			1
9	126979	PW-DEV-LOC1	ALLIED BODY WORKS	CHARGE	281.82	2019-03-05 09:40 AM			1
9	126977	PW-DEV-LOC1		CASH	6.33	2019-02-26 10:59 AM			

- While the background color does not change, the text color will turn from black to red for invoices with a Priority of 0 when the **Minutes before changing old invoices to red** alert time expires.

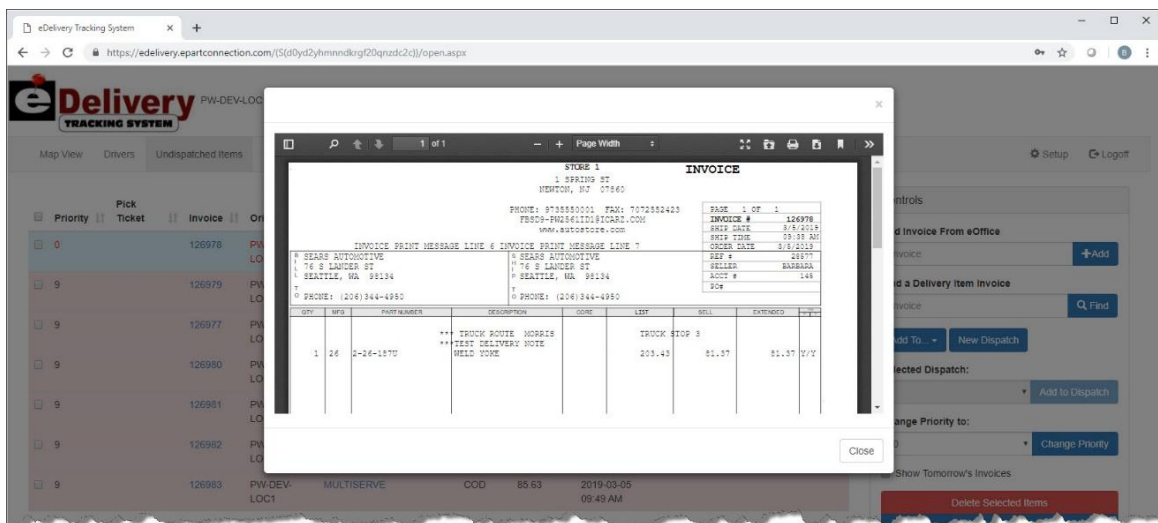
Note: The alert times are updated on the **Setup, Alerts** page.

4.6. Display Invoice Parts

Click the number in the **Invoice** column to display all items on that invoice.



Click the **View Original Invoice** button to display an image of the original invoice.



The image can be printed, downloaded, and saved to a file.

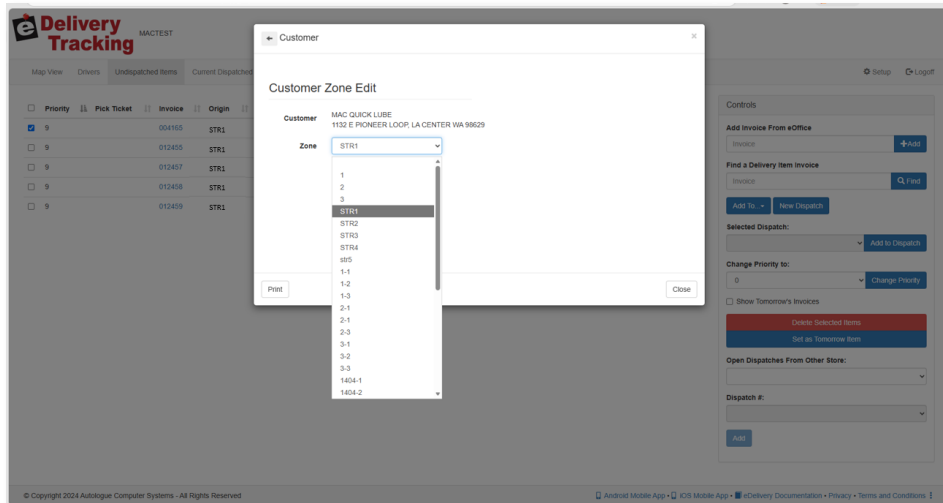
Click the **Close** button to close the image and return to the **Undispatched Items** screen.

4.7. Add Zones

Click a name in the **Customer** column to display a **Customer Edit** window, click the down arrow to the right of the **Zone** field to select a zone for that customer, and click the **Save** button to save the zone for that customer.

Click the **Close** button to close the window and return to the **Undispatched Items** screen

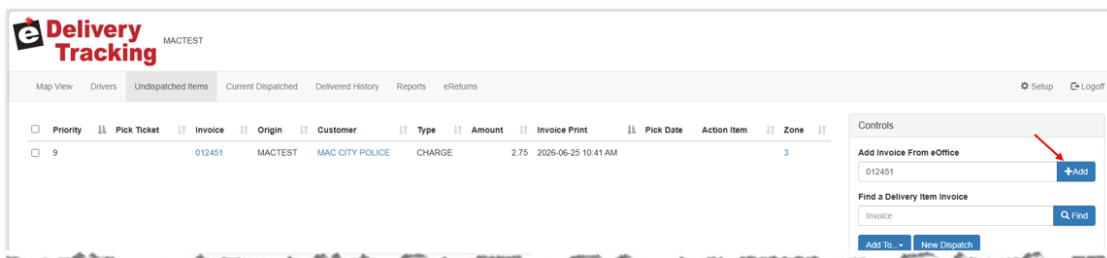
Once a zone is selected, all invoices for that customer will use that zone.



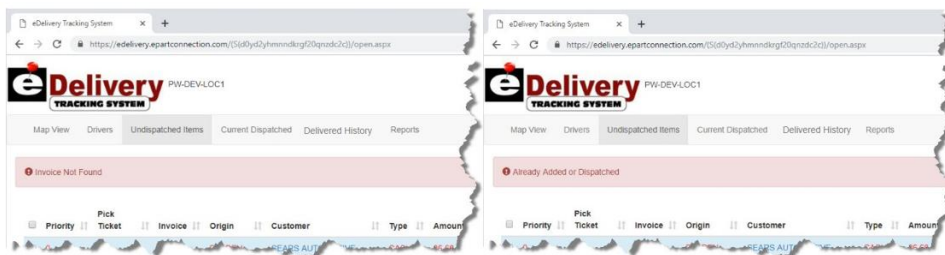
4.8. Add Invoice from eOffice

To add an invoice directly from ePaperlessOffice that has not yet been dispatched, enter the invoice number in the **Add Invoice From eOffice** field under the **Controls** section and click the **+Add** button to the right of the field.

- If the invoice number is valid, it will be added to the invoice grid.

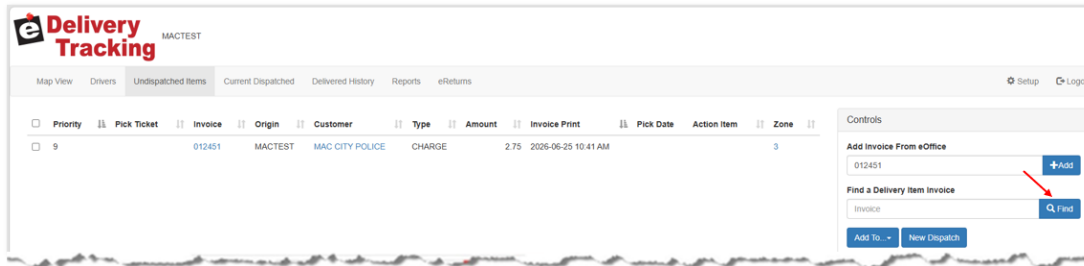


- If not, the program will prompt "Invoice Not Found."
- If the invoice has already been dispatched, the program will prompt "Already Added or Dispatched."



4.9. Find a Delivery Item Invoice

To find what dispatch number a specific invoice/delivery item is on, enter the invoice number in the **Find a Delivery Item Invoice** field under the **Controls** section. Then click the **Find** button to the right of the field. If the invoice is found, the screen will display the open or completed dispatch for the invoice.

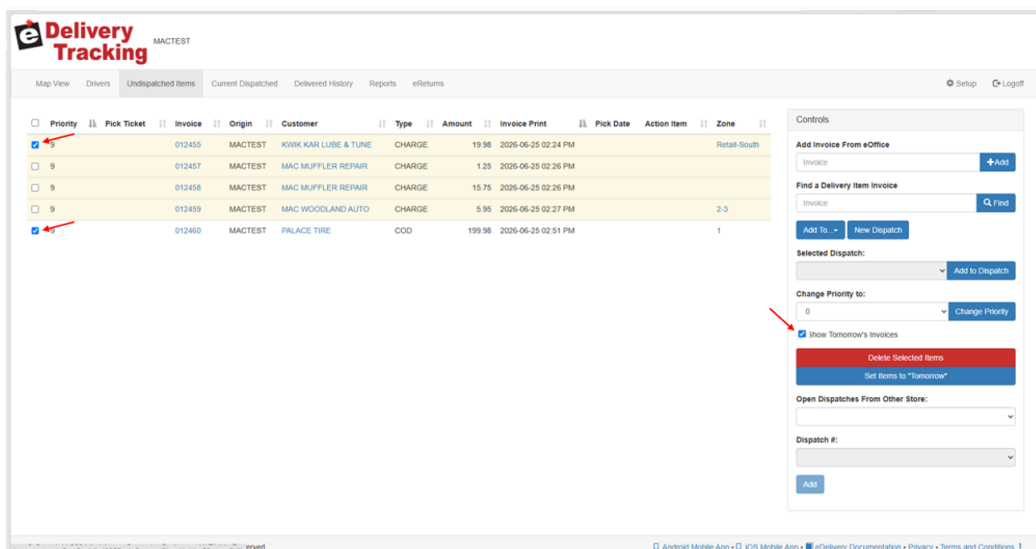


4.10. Set as Tomorrow Item

For invoices that will not be delivered today, check the row and click the **Set as Tomorrow** button under the **Controls** section.

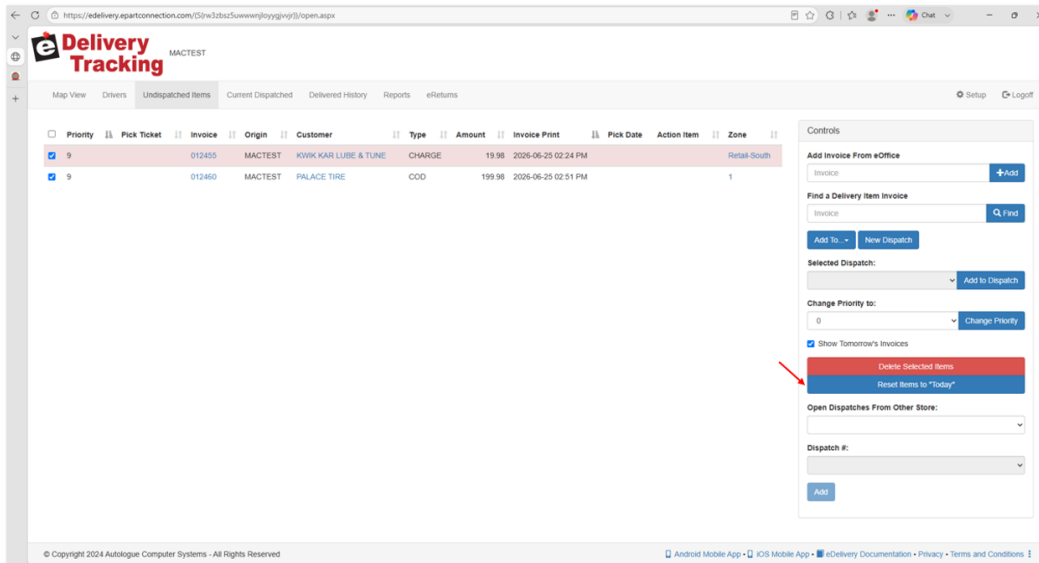
The selected invoices will no longer be shown on the **Undispatched Items** screen.

Click the **Show Tomorrow's Invoices** field to display invoices moved to tomorrow.



Move the invoices back to today's list by selecting the rows and clicking the **Reset Items to Today** button.

The **Tomorrow's Items** screen will continue to display, so uncheck the **Show Tomorrow's Invoices** field to redisplay today's invoices.

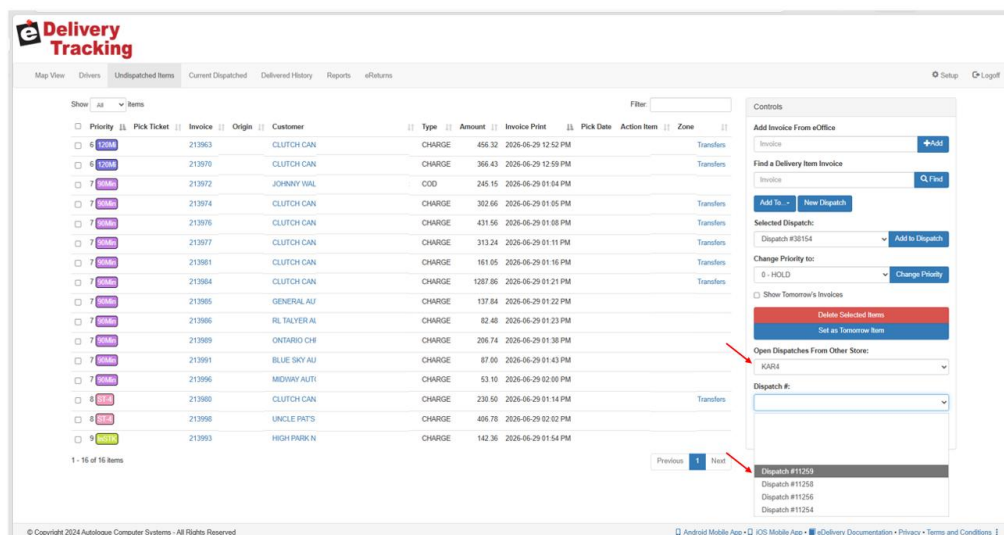


4.11. Open Dispatches from Other Store

When an eDelivery chain ID has been set up for multiple stores, an **Open Dispatches From Other Store:** field displays under the **Controls** section.

Click the down arrow to the right of the **Open Dispatches from Other Store:** field, select an open dispatch number from the **Dispatch #** field below it, and click the **Add** button to add all the invoice items from that store's dispatch into the current store's **Undispatched Items** screen.

The **Origin** column displays the store ID for each invoice or action item, indicating the location where it was generated.



4.12. Delete Items

Select the item(s) to be deleted, then click the **Delete Selected Items** button in the **Controls** section to permanently remove them from the **Undispatched Items** screen.

4.13. Create New Dispatch

To create a new dispatch, select the specific invoice items and click the **New Dispatch** button in the **Controls** section.

The **New Dispatch** screen opens with the selected invoices displayed.

Note: A dispatch is not created until a driver is assigned. If items are selected for a new dispatch and the **New Dispatch** screen is closed, the items are returned to the **Undispatched Items** screen and must be selected again.

4.14. Add to Existing Dispatch

To add items to an open dispatch for a route, select the items and click the down arrow to the right of the **Add To...** field in the **Controls** section and select the route.

- To add items to an existing dispatch, select the items and click the down arrow to the right of the **Selected Dispatch:** field under the **Controls** section, and click the **Add to Dispatch** button. The **Current Dispatched** screen will open with those items added to the dispatch. When a dispatch is open for that route, the items will be added to it.
- If a dispatch is not open for that route, the **New Dispatch** screen opens with the selected invoices displayed.

5. New Dispatch Screen

When items are selected from the **Undispatched Items** screen and the **New Dispatch** button clicked, the **New Dispatch** screen opens to schedule the dispatch by assigning the driver and the invoices for delivery. Optionally add any Action Items to the dispatch.

New Dispatch

Driver for Dispatch: Invoice Number: Dispatch Label:

Order	Invoice	Pick Tk	Customer #	Name	Type	Amount	Printed	Action Item	Commission	Zone
1	126977		6		CASH	6.33	2/26/2019 10:59:00 AM			
2	126980		204	FIRESTONE - SOUTHCENTER	CHARGE	93.73	3/5/2019 9:41:00 AM			

+ Action

Create

Cancel

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Signature Capture App • Documentation • Privacy • Terms and Conditions

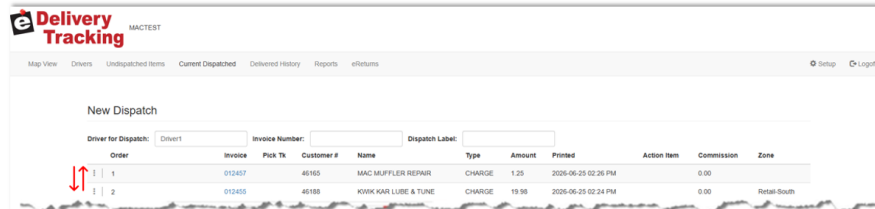
- **Driver for Dispatch:** - A driver must be assigned in order for the dispatch to be scheduled. Click the field and select the driver that will be assigned to this dispatch.
- **Invoice Number:** - Enter an invoice number in the field and that invoice will be moved from the **Undispatched Items** screen and added to this dispatch.
- **Dispatch Label:** - Enter any value to identify the route for this dispatch. The value entered here displays in the **Named Route** field on the **Open Dispatches** screen.

The screen displays the following grid columns:

- **Order** (delivery order)
- **Invoice** (number)
- **Pick Tk** (number)
- **Customer #** (number)
- **Name** (customer name)
- **Type** (pay type: cash/charge/COD)
- **Amount** (invoice total)
- **Printed** (invoice print date and time)
- **Action Item**
- **Commission** (if set up to display)
- **Zone** (location)

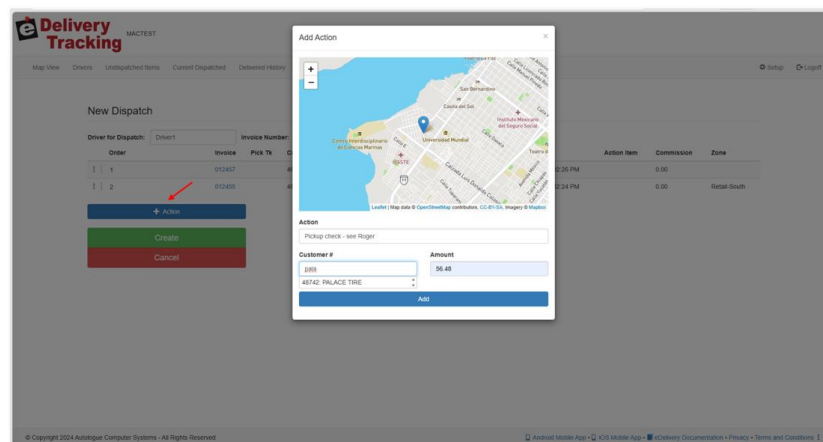
5.1. Change the Order Sequence for Invoices

Each invoice defaults to an order sequence number for delivery (in the **Order** column). To change the order, click the small dots displayed to the left of each order number. Drag and drop the items in the order they will be delivered.



5.2. Action Items

Click the **+Action** button  to open a window to add action items.



A map with a blue pin drop displays in the upper portion of the **Add Action** window that can be dragged to a specific location on the map. The marker location is displayed on the driver's eDelivery mobile app if needed. The map can be zoomed in/out using the +/- buttons.

- **Action** – Enter the action that the driver will perform (i.e., pick up a check, lunch, etc.)
- **Customer #** – Optionally enter the customer number in which the action is to be performed.
- **Amount** – Optionally enter an amount, without a dollar sign (\$).

Click the **Add** button to complete the action item and return to the **New Dispatch** screen with the Action Item added to the item list.

With a driver selected, click the **Create** button to open the dispatch. Click the **Cancel** button to abort opening the dispatch.

6. Open Dispatch # Screen

Once the driver has been selected, click the **Create** button, and a dispatch number will be assigned. The **Open Dispatch #** screen opens, displaying the dispatch number to the right of the screen name, along with the delivery invoices and actions.

Order	Pick Ticket	Invoice	Customer	Type	Action Item	Pick Date	Printed	Delivered	Inv Ret	Zone	Amount	Notes/Problems
1	012457		MAC MUFFLER REPAIR	CHARGE		2025-06-25 02:26 PM		2025-06-26 08:17 AM			1.25	
2	012455		KONIKAR LUBE & TUNE	CHARGE		2025-06-25 02:24 PM		2025-06-26 08:17 AM		Retail-South	19.99	
3			PALACE TIRE	CASH	Pickup check - see Roger	2025-06-26 08:17 AM		2025-06-26 08:17 AM			56.48	

Dispatch Information

Driver: No Driver

Dispatch Started At: 2025-06-25 08:16 AM

Dispatch Completed At: 2025-06-26 08:17 AM

Delivery Totals

CASH/COD	56.48
CHARGE	21.22
ALL	77.70

Buttons: Cancel Dispatch, Complete Dispatch

The following fields display in the grid:

- **Pick Ticket** (number)
- **Invoice** (number)
- **Customer** (name)
- **Type** (pay type: cash/charge/COD)
- **Action Item**
- **Pick Date**
- **Printed** (invoice print date and time)
- **Delivered** (date delivered)
- **Inv Ret**
- **Zone** (location)
- **Amount** (invoice total)
- **Notes/Problems**

The **Delivery Totals** section in the lower right displays the total invoice amount on the dispatch.

Click the **Inv Returned** check box to mark an invoice that has been returned by the driver. If the invoice has not been returned at the end of the delivery, leave the field unchecked. When the dispatch is closed, the invoice will display in the **Delivered History** screen. Refer to section [9. Delivered History](#) for details.

Click an invoice number to display the items on the invoice, following the same functionality defined in the section 4.6. Display Invoice Parts.

Add an invoice from eOffice by entering an invoice number in the **Invoice** field and clicking the **+Add** button, following the same functionality defined in the section 4.8. Add Invoice from eOffice.

Click the **+Action Item** button to add an action item to the dispatch, following the same functionality defined in the section 5.2. Action Items.

6.1. Unassign Items

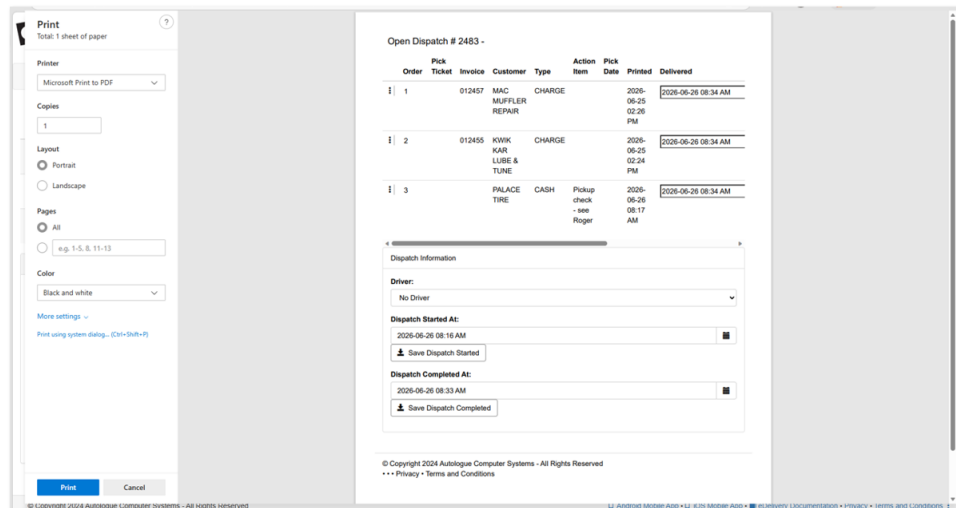
To remove an item (invoice or action item) from the dispatch, click the red  **Remove Item** button on the row of the specific invoice, and that item will be moved from the **Open Dispatch #** screen back to the **Undispatched Items** screen to be reassigned to another dispatch.

To remove all items and cancel a dispatch, click the **Cancel Dispatch** button. The dispatch number will be canceled, and all items will be moved back to the **Undispatched Items** screen to be reassigned to another dispatch.

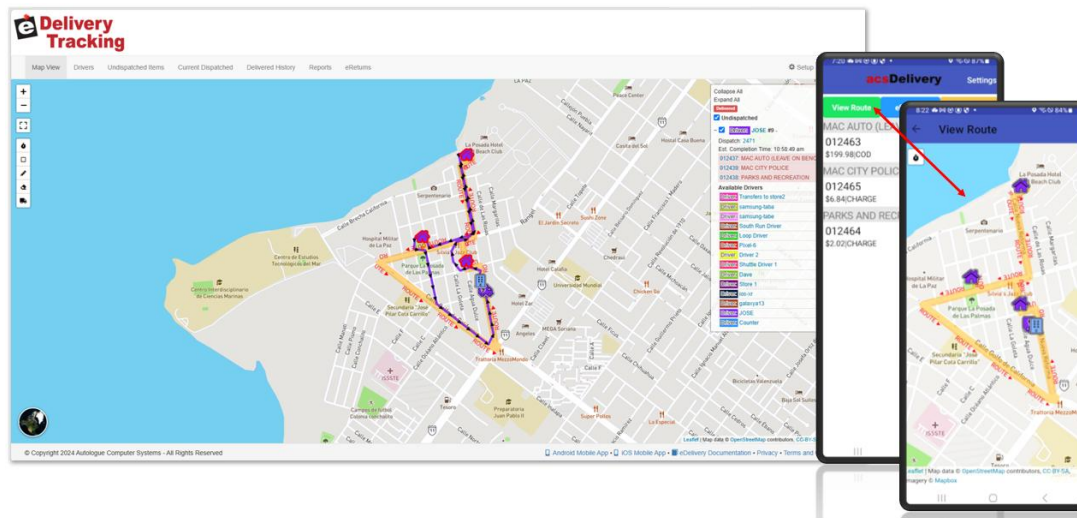
6.2. Dispatch Information

The **Dispatch Information** section allows:

- **Driver:** – Optionally select a different driver for the dispatch if the one assigned is replaced. If No Driver is selected, then the dispatch is not tracked to a driver.
- **Dispatch Started At:** – The field defaults to the date and time the dispatch was created. Optionally, click in the field and select a new date and/or time that the dispatch delivery began. Click out of the window to update the field and close the window. Click the **Save Dispatch Started** button to confirm and save the changes.
- **Dispatch Completed At:** – The field defaults to the calculated date and time the dispatch delivery should be completed by. Once all the invoice fields have been updated, optionally click in the field and update the date and time the dispatch was closed. Click out of the window to update the field and close the window. Then click the **Save Dispatch Completed** button to save changes.
- **Print** – Click the **Print** button to preview the dispatch report. Click the **Print** button on the preview to output the report to a printer or **Cancel** to close the preview without printing.



- **Map Run** - **Map Run** When a driver uses the eDelivery app on a mobile device with Internet capabilities, their actual path and current position, and the optimized route on the map are displayed in real-time.
- Tap the View Route button on the eDelivery mobile device to display the optimized route.



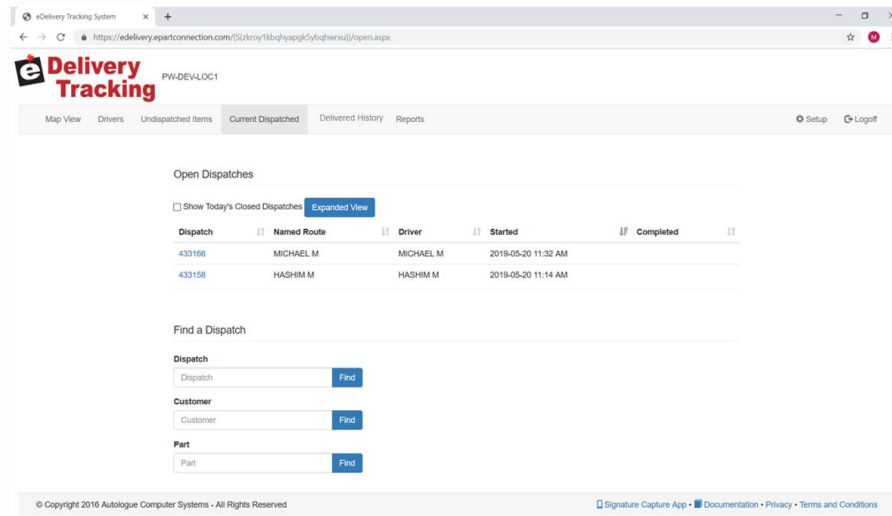
When a closed dispatch is viewed, the dispatcher can see the actual path taken by clicking the **Map View** tab. Refer to the section **8.Map View Screen** for additional information on the Map View functionality.

6.3. Closing a Dispatch

Once all edits have been made to the dispatch, click the **Complete Dispatch** button, and the dispatch will be closed.

7. Current Dispatched Screen

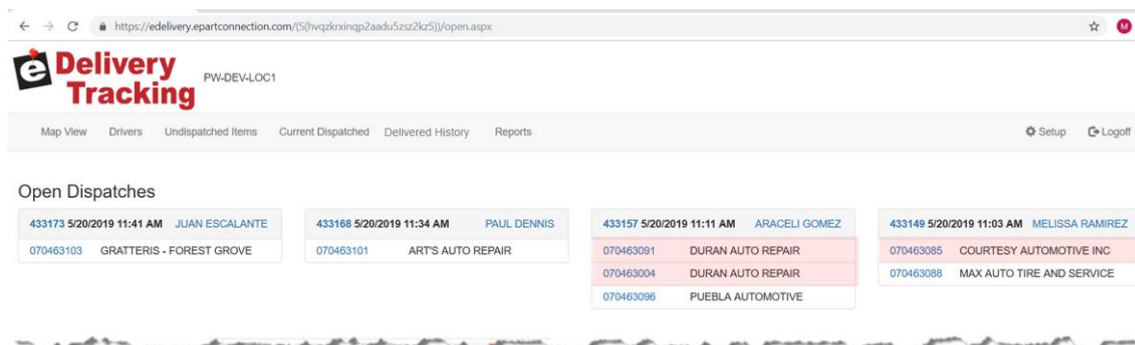
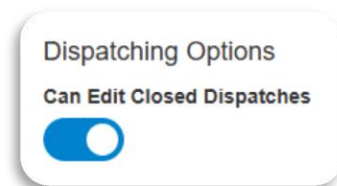
Click the **Current Dispatched** tab to open the **Open Dispatches** screen to view a list of all open dispatches.



If there are no open dispatches, the screen displays a "No Dispatches" message.

The following fields are used to:

- **Show Today's Closed Dispatches** – Check the small checkbox to the left of the field to display any closed dispatches for the current day. The dispatches can be edited if the **Can Edit Closed Dispatches** slider button is enabled (blue) under the **Options** menu on the **Setup** screen. If there are no closed dispatches, the screen displays a "No Dispatches" message.
- **Expanded View** – Click the button to display an expanded view listing of all open dispatches. Click the back arrow or the **Current Dispatches** tab to return to the **Current Dispatches** screen.



The following fields display in the grid:

- **Dispatch** (number)
- **Named Route** (From Dispatch Label field on the **New Dispatch** screen or from the **Named Driver Route** setup under the **Options** menu on the **Setup** screen and attached to a customer)
- **Driver** (driver name assigned to the dispatch) – The **Driver** name is a link that displays a pop-up window containing information about the driver's dispatches.
- **Started** (date and time the dispatch began)
- **Completed** (date and time the dispatch ended)
- Orders already delivered are shaded in red.

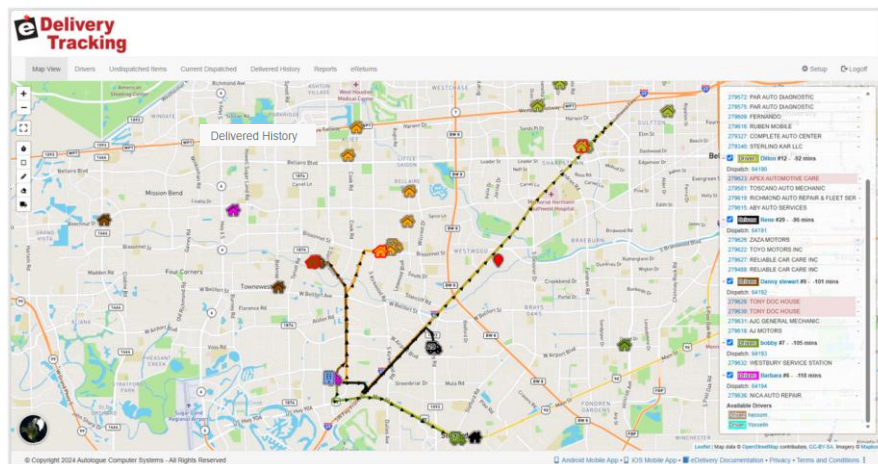
The **Find a Dispatch** section is used to find a specific dispatch or customer or part:

- **Dispatch** – Enter in a specific dispatch number and click the **Find** button and, if found, all information for that dispatch will display.
- **Customer** – Enter a specific customer number and click the **Find** button and, if found, all the dispatches for the entered customer number will display.
- **Part** – Enter a specific part number and click on the **Find** button and, if found, all dispatches containing the part number will display.

Click any of the listed dispatch numbers in the grid to open the dispatch in the **Open Dispatch #** screen to view, edit or close. Refer to section 6. **Open Dispatch # Screen**.

8. Map View Screen

Click the **Map View** tab to display a Map with the store location (📍), customer locations (🏠), and driver (🚗) locations. It also displays any open dispatches, the driver assigned, and their respective invoices assigned to each dispatch.

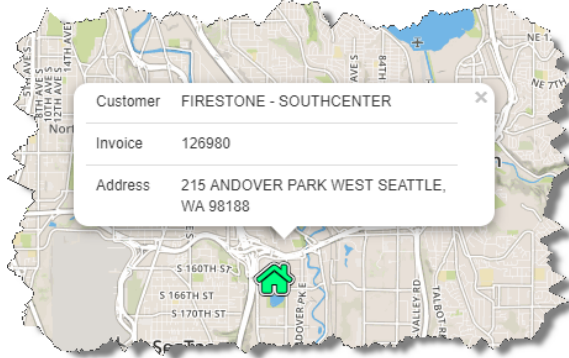


User Guidelines

eDelivery Tracking System

With GPS and Internet capabilities active, the eDelivery mobile app provides real-time visibility in the **Map View** screen. Dispatchers can see the driver's actual path taken, represented by a colored line, as well as their current position on the map.

When a specific closed dispatch is being viewed on the screen, the map displays the actual path taken.



Each delivery driver is represented by a truck icon, with a unique driver number and color. Delivery invoice locations with valid addresses appear as colored building icons.

Red 📍 icons indicate specific delivery invoice locations that are not yet assigned to a dispatch.

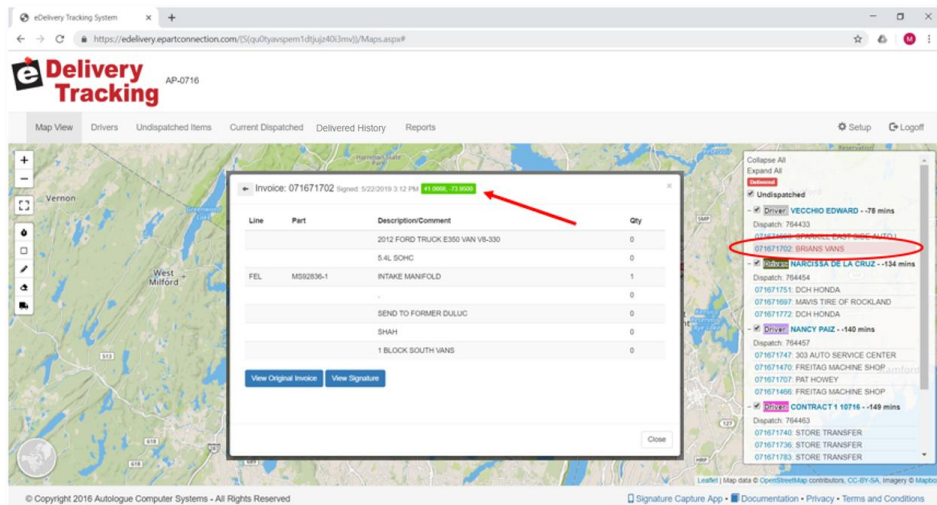


Building icons of any color other than red signify that the delivery invoice has been assigned to a driver with the matching color.

Once an invoice has been delivered, the building icon will be outlined in red, which indicates the delivery has been completed. Click a building or delivery truck icon, and a pop-up will display with more information about the driver or delivery.

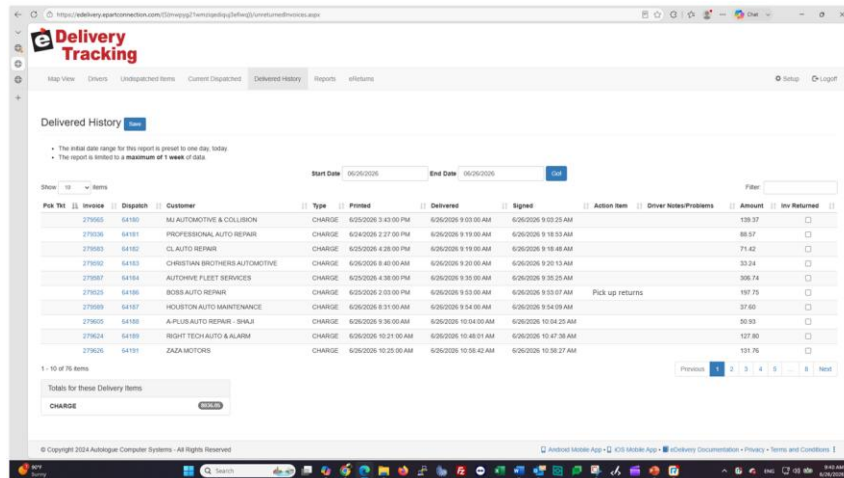
The window in the upper-right corner displays each open dispatch, showing the dispatch number, assigned driver, elapsed time, all invoices/action items, and customer names listed by priority. Delivered orders are shaded in red. The list can be collapsed to expand the map view or expanded to review the full dispatch list.

Click an invoice number in the side panel that has already been delivered to view the invoice details, including the delivery signature time and the GPS location of the drop-off.



9. Delivered History Screen

Click the **Delivered History** tab to open the **Delivered History** screen to display all invoices that were not marked as returned in the **Inv Ret** column on the **Open Dispatch #** screen when the dispatch was closed.



The screen defaults to display all unreturned invoices from the past 24-hour period. Enter a **Start Date** and/or **End Date** and click on the **Filter** button to display all unreturned invoices from a specific date range.

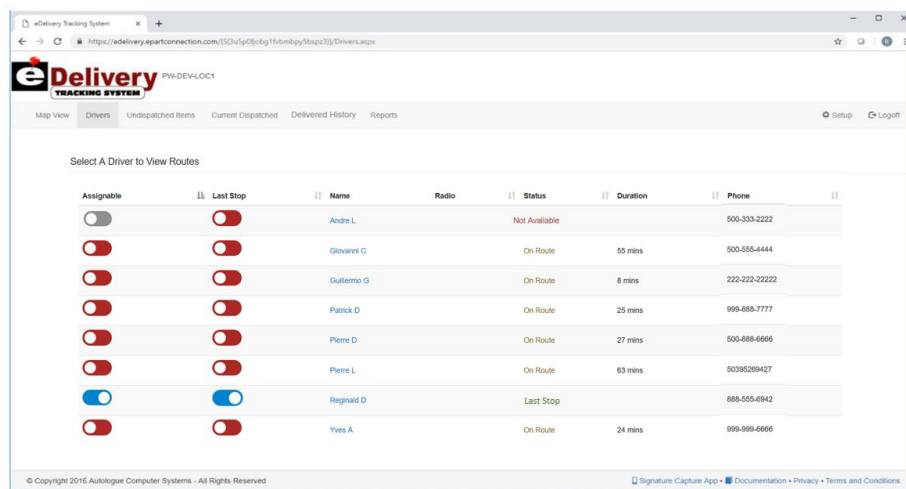
The following fields display in the grid:

- **Pck Tkt** (pick ticket number)
- **Invoice** (number)
- **Dispatch** (number)
- **Customer** (name)
- **Type** (pay type: cash/charge/COD)
- **Printed** (invoice print date and time)
- **Delivered** (date delivered)
- **Action Item**
- **Driver Notes/Problems**
- **Amount** (invoice total)
- **Inv Returned**

To update the list, check the **Inv Returned** check box for each invoice returned since the dispatch was closed. Click the **Save** button to save the changes.

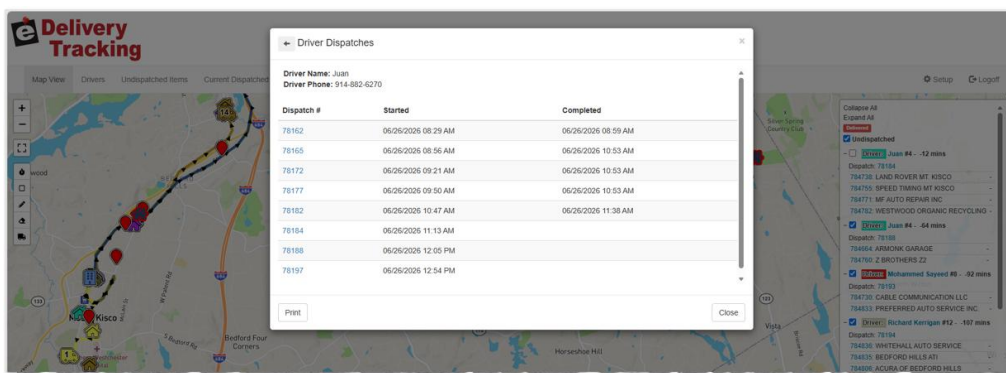
10. Drivers Screen

Click the **Drivers** menu, and the **Select A Driver to View Routes** screen will open, showing each driver, their phone number, duration of their current dispatch, and whether they are currently **On Route**, **Available**, or **Not Available**.



- If a driver is currently assigned to an open dispatch, the **Assignable** slider button will be enabled (blue), and the **On Route** field will display On Route.
- If a driver is currently **Assignable**, but not on a dispatch, the **On Route** field will display Available.
- If the driver is currently unavailable, change the **Assignable** slider button to disabled (gray) and the **On Route** field will display Not Available.
- The **Driver's** name is a link that displays a pop-up window containing information about the driver's dispatches.

To view the dispatches currently assigned to a driver, click the driver's name in the **Name** column. A window will open showing the list of active and completed dispatch numbers, along with their start and completion times for the selected driver.



11. Reports Screen

To print dispatch reports, click the **Reports** menu, and the **Reports** screen will display.

Under the **Report Filter** section, you can configure various filtering options to refine the data included when generating a report.

- **Run For Whole Chain** – Check the field to include all stores in the report output, or leave unchecked to output only the current store.
- **Reports:** - The field defaults to Driver Activity Report. Click the down arrow to the right of the field to display all report options for selection.
- **Filter By Date** – By default, all reports are set to output the current day. Change the **Start Date Range:** / **End Of Date Range:** to output the report for that date range. Uncheck the **Filter By Date** field to report all dates.
- **Filter By Driver** – By default, the reports are set to output all drivers. Check the **Filter by Driver** field and click the down arrow in the field to select a single driver to report.
- **Filter By Customer Number** – By default, the reports are set to output all customers. Check the **Filter by Customer Number** field and click the down arrow in the field to select a single customer to report.

Click the **Run Report** button to output the report.

With the report previewed, click the **Back** button to return to the report screen.

11.1. Driver Activity Report

The report is output by driver name, the number of individual dispatches that were closed, the average minutes per dispatch (using dispatch start/end time), and summary totals for all dispatches.

Name	Number Of Dispatches	Avg Minutes Per Dispatch
Barbara	3	57
bobby	3	69
Chandler	3	68
Danny Stewart	1	88
Dillon	2	70
hessom	2	70
Rene	3	87
Yosselin	4	48
Totals		
Number Of Dispatches	Avg Minutes Per Dispatch	
21	67	

11.2. Customer Activity Report

The report is output by customer number, customer name, the number of invoices delivered, the average minutes per delivery (using dispatch start/end time) and summary totals for all the customers.

Customer Number	Name	Number Of Deliveries	Avg Minutes Per Delivery
1006	CMAG AUTO	2	31
1028	DRIVELINE AUTO CARE LLC	1	51
1037	URO MOTORS	1	34
1057	GARAGE GUYS RTX	1	28
10677	MJ AUTOMOTIVE & COLLISION	1	22
1091	CHRISTIAN BROTHERS AUTOMOTIVE	1	20
16303	LG AUTO	1	38
17011	MS AUTO SERVICE	5	106
17015	MARCELLO CASTRO	1	33
Totals			
Number Of Deliveries		Avg Minutes Per Delivery	
82		43	

11.3. Delivery Item Report

The report is output by pick ticket/invoice number, priority number, customer number, customer name, driver, dispatch number, pick time, invoice time, dispatch (start) time, signed/delivered time, completed (dispatch) time, the number of minutes from pick/invoice to delivered/signed time, the number of minutes from dispatch (start) to (dispatch) complete time and summary totals for all the invoices.

e

Delivery

Tracking

Map View

Drivers

Undispatched Items

Current Dispatched

Delivered History

Reports

Setup

Logout

Delivery Item Activity Report

Pick Ticket	Invoice Number	Priority	Customer Number	Customer	Zone	Driver	Dispatch Number	Pick Time	Invoice Time	Dispatch Time	Signed Time	Completed Time	Pick/Inv To Sign	Dispatch To Complete
91623	1		2016002	SPEEDY AUTO SERVICE ANJOU NO. 57		Guillermo G	15627		9/8/2020 9:25:00 AM	9/8/2020 9:33:00 AM	9/8/2020 9:42:35 AM	9/8/2020 10:37:00 AM	17	64
91590	9		101905	RICOVA S.M. INC.		Guillermo G	15627		9/8/2020 8:33:00 AM	9/8/2020 9:33:00 AM	9/8/2020 9:56:11 AM	9/8/2020 10:37:00 AM	83	64
91629	9		2016083	ATELIER DU MOTEUR P.A. INC.		Guillermo G	15627		9/8/2020 9:30:00 AM	9/8/2020 9:33:00 AM	9/8/2020 10:11:33 AM	9/8/2020 10:37:00 AM	41	64
91630	9		2016249	MECANIQUE ECONOMIQUE		Guillermo G	15632		9/8/2020 9:31:00 AM	9/8/2020 10:38:00 AM	9/8/2020 11:31:05 AM	9/8/2020 11:45:00 AM	120	67
91703	9		2016101	CENTRE D'AUTO JARRY		Guillermo G	15640		9/8/2020 11:44:00 AM	9/8/2020 11:53:00 AM	9/8/2020 11:59:38 AM	9/8/2020 12:40:00 PM	15	47
91705	9		2016141	GARAGE ARGARO ET FRERES		Guillermo G	15640		9/8/2020 11:47:00 AM	9/8/2020 11:53:00 AM	9/8/2020 12:20:13 PM	9/8/2020 12:40:00 PM	33	47
Totals														
Number Of Deliveries			Avg Minutes Pick to Invoice		Avg Minutes Invoice to Dispatch		Avg Minutes Dispatch to Signed		Avg Minutes Signed to Complete		Avg Minutes Pick/Inv to Signed		Avg Minutes Pick/Inv to Complete	
9			29		30		30		59		90			
Open Dispatches														
Invoice Number	Priority	Customer Number	Customer	Zone	Driver	Dispatch Number	Dispatch Time	Signed Time						
91723	9	2016232	CANADIAN TIRE R.D.P. --		Guillermo G	15643	9/8/2020 12:41:25 PM	9/8/2020 1:07:08 PM						
91721	9	2016232	CANADIAN TIRE R.D.P. --		Guillermo G	15643	9/8/2020 12:41:25 PM	9/8/2020 1:07:08 PM						
91720	9	101358	ENTRETIEN MECANIQUE M.N. INC		Guillermo G	15643	9/8/2020 12:41:25 PM	9/8/2020 1:24:39 PM						

11.4. Commission Report

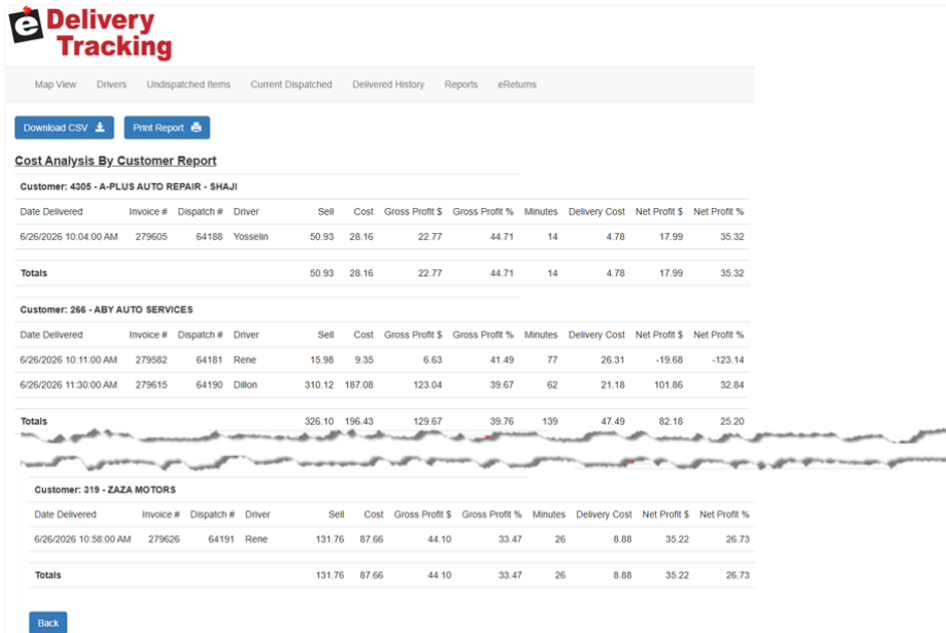
The report is output by driver, the invoice date and time, the invoice number, dispatch number, customer number, customer name, action item, an X denoting whether it was a C.O.D. or charge, the commission amount paid and summary totals for the total number of dispatches and commission amount for all the invoices listed.

Date	Invoice #	Dispatch #	Customer #	Name	Action Item	C.O.D.	Action Item	Commission
6/4/2008 8:46:00 AM	139	72	250	AMERICAN ACRYLIC		X		\$1.75
6/27/2008 3:56:00 PM	1789	72	252	CHUCK AND SAM'S AUTOMOTIVE		X		\$2.00
6/27/2008 3:56:00 PM	1790	72	254	CONTINENTAL RADIATOR		X		\$3.00
3/2/2009 10:26:00 AM	156	79	256	DIETERS V W REPAIR		X		\$1.85
3/3/2009 10:01:00 AM	156	79	250	AMERICAN ACRYLIC		X		\$1.75
10/11/2007 6:13:00 AM	671	49	406	TEST ACCOUNT		X		\$3.25
10/11/2007 6:14:00 AM	679	49	800	CARLS AUTO BODY		X		\$1.80
10/11/2007 10:16:00 AM	680	49	406	TEST ACCOUNT		X		\$3.25
2/27/2018 8:57:00 AM	1233	299	255	DATSUN CAR SERVICE		X		\$3.50
1/24/2019 10:34:00 AM	1436	401	251	CERTIFIED APPLIANCE		X		\$2.00
Total Dispatches:								11
Total Commission:								\$38.45

11.5. Cost By Customer Report

The report will output by customer, the invoice date and time, the invoice number, dispatch number, driver name, sell amount of the items on the invoice, cost amount of the items on the invoice, gross profit dollar amount, gross profit percentage, minutes it took to deliver (dispatch start to delivered/signed), delivery cost, net profit dollar amount, net profit percentage and summary totals for all the amounts and their percentages.

The calculated delivery cost is based upon the number of delivery minutes (DM), driver cost per hour (DCH), truck cost per mile (TCM), and average miles per hour (AMPH). Below is the delivery cost calculation:



eDelivery Tracking

Map View Drivers Undispatched Items Current Dispatched Delivered History Reports eReturns

Download CSV Print Report

Cost Analysis By Customer Report

Customer: 4305 - A-PLUS AUTO REPAIR - SHAJI

Date Delivered	Invoice #	Dispatch #	Driver	Sell	Cost	Gross Profit \$	Gross Profit %	Minutes	Delivery Cost	Net Profit \$	Net Profit %
6/26/2026 10:04:00 AM	279505	64188	Yosselin	50.93	28.16	22.77	44.71	14	4.78	17.99	35.32
Totals				50.93	28.16	22.77	44.71	14	4.78	17.99	35.32

Customer: 266 - ABY AUTO SERVICES

Date Delivered	Invoice #	Dispatch #	Driver	Sell	Cost	Gross Profit \$	Gross Profit %	Minutes	Delivery Cost	Net Profit \$	Net Profit %
6/26/2026 10:11:00 AM	279582	64181	Rene	15.98	9.35	6.63	41.49	77	26.31	-19.68	-123.14
6/26/2026 11:30:00 AM	279615	64190	Dillon	310.12	187.08	123.04	39.67	62	21.16	101.86	32.84
Totals				326.10	196.43	129.67	39.76	139	47.49	82.18	25.20

Customer: 319 - ZAZA MOTORS

Date Delivered	Invoice #	Dispatch #	Driver	Sell	Cost	Gross Profit \$	Gross Profit %	Minutes	Delivery Cost	Net Profit \$	Net Profit %
6/26/2026 10:58:00 AM	279626	64191	Rene	131.76	87.66	44.10	33.47	26	8.88	35.22	26.73
Totals				131.76	87.66	44.10	33.47	26	8.88	35.22	26.73

Back

11.6. Cost By Driver Report

The report will display by driver, the dispatch date and starting time, dispatch number, customer number, customer name, sell amount of the items on the dispatch, cost amount of the items on the dispatch, gross profit dollar amount, gross profit percentage, minutes it took to deliver (dispatch start to closed), delivery cost, net profit dollar amount, net profit percentage and summary totals for all the amounts and their percentages.

The calculated delivery cost is based upon the number of delivery minutes (DM), driver cost per hour (DCH), truck cost per mile (TCM) and average miles per hour (AMPH). Below is the delivery cost calculation:

eDelivery Tracking									
Map View Drivers Undispatched Items Current Dispatched Delivered History Reports eReturns									
Download CSV Print Report									
Cost Analysis By Driver Report									
Driver: Barbara									
Date Delivered	Dispatch	Sell	Cost	Gross Profit \$	Gross Profit %	Minutes	Delivery Cost	Net Profit \$	Net Profit %
6/26/2026 10:52:00 AM	64187	168.93	121.67	\$47.26	27.98	81	\$27.68	\$19.59	11.59
6/26/2026 11:26:00 AM	64194	81.98	52.54	\$29.44	35.91	32	\$10.93	\$18.51	22.57
6/26/2026 12:30:49 PM	64197	696.04	477.68	\$218.36	31.37	60	\$20.50	\$197.86	28.43
6/26/2026 1:29:55 PM	64208	372.62	268.73	\$103.89	27.88	40	\$13.67	\$90.22	24.21
Totals		1319.57	920.62	396.95	30.23	213	72.78	326.17	24.72
Driver: Yosselin									
Date Delivered	Dispatch	Sell	Cost	Gross Profit \$	Gross Profit %	Minutes	Delivery Cost	Net Profit \$	Net Profit %
6/26/2026 9:49:00 AM	64183	301.29	267.63	\$33.66	11.17	49	\$16.74	\$16.92	5.62
6/26/2026 10:53:00 AM	64188	266.05	161.47	\$104.58	39.31	63	\$21.53	\$83.05	31.22
6/26/2026 11:39:00 AM	64196	105.38	62.86	\$42.52	40.35	29	\$9.91	\$32.61	30.95
6/26/2026 12:32:56 PM	64199	209.19	136.36	\$72.83	34.82	53	\$18.11	\$54.72	26.16
6/26/2026 1:45:05 PM	64207	155.20	91.20	\$64.00	41.24	59	\$20.16	\$43.84	28.25
Totals		1037.11	719.52	317.59	30.62	253	86.45	231.14	22.29
Grand Totals		11059.71	7311.91	3747.80	33.89	1865	637.24	3110.56	28.13
Back									

12. Assistance / Information

Several buttons in the lower right corner of any of the eDelivery screens are used to assist and/or inform, depending on the button.



- **Signature Capture App** – Click to open a QR Code, and if scanned by a mobile device, the Apple Store or Google Play Store will open with the acsDelivery app in focus for installation.
- **Documentation** – Click to open a list of available documentation including user guides and/or videos.
- **Privacy** – Click to open the Autologue Privacy Policy for information.
- **Terms and Conditions** – Click to open the Autologue Terms and Conditions statement for information.

13. Logoff

Click the  **Logoff** icon in the upper right of the screen to close the eDelivery program and return to the Login screen.