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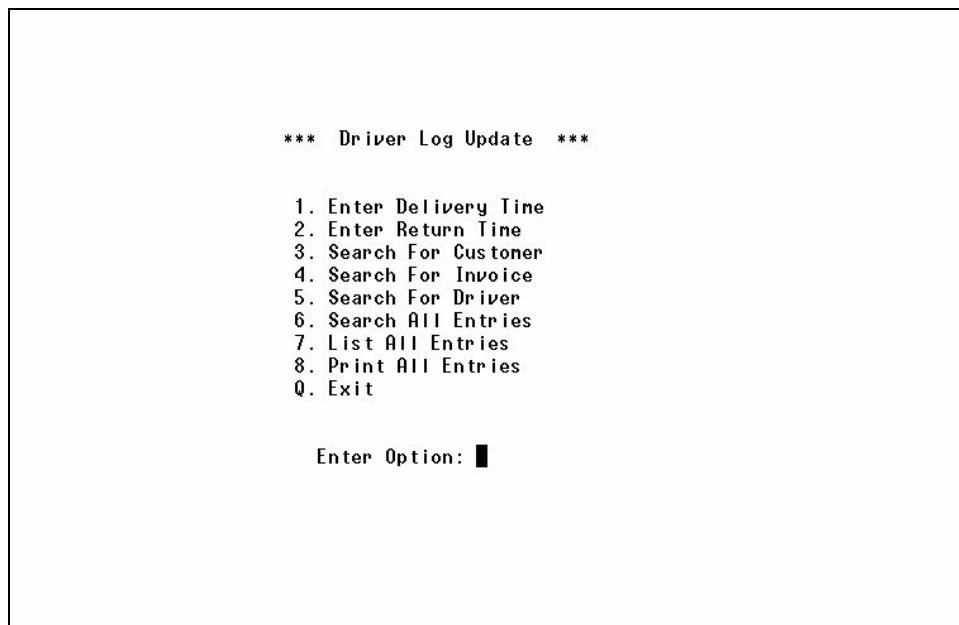
Introduction – Driver Log

The Driver Log program is designed to give the dispatcher a tool to use to track the time a driver departed for delivery, the invoices assigned to each driver for delivery, the customer number on the invoice being delivered and the time a driver returned from delivery. Driver log entries can be listed or printed. Searching capabilities also exist by driver, customer or invoice number.

Accessing The Driver Log Menu

- Within an open workspace in point of sale and with the cursor positioned under the **MFR-PART NO** prompt, press the **<F16>** key and a *SELECT OPTION* pop up window will now be displayed.
- Use the **↑** or **↓** arrow keys to highlight the *Driver Log* menu option and press **<Return>** or enter the corresponding number to the left of the menu selection and press **<Return>**.

The *Driver Log Update* screen will be displayed as follows:



The screenshot shows a text-based menu titled '*** Driver Log Update ***'. Below the title is a numbered list of options: 1. Enter Delivery Time, 2. Enter Return Time, 3. Search For Customer, 4. Search For Invoice, 5. Search For Driver, 6. Search All Entries, 7. List All Entries, 8. Print All Entries, and Q. Exit. At the bottom of the menu is the prompt 'Enter Option: ' followed by a cursor (a vertical bar).

```
*** Driver Log Update ***

1. Enter Delivery Time
2. Enter Return Time
3. Search For Customer
4. Search For Invoice
5. Search For Driver
6. Search All Entries
7. List All Entries
8. Print All Entries
Q. Exit

Enter Option: |
```

- With the cursor positioned at the **Enter Option:** prompt, enter the corresponding number to the left of the menu selection and press **<Return>**.

Enter **Q** to exit back to the workspace.

Enter Delivery Time

To assign invoices to a particular driver for delivery, the dispatcher needs to enter the driver log information as follows:

- From the *Driver Log Update* screen and with the cursor positioned at the **Enter Option:** prompt, enter **1** (*Enter Delivery Time*) and press **<Return>**.
- With the cursor positioned at the **Enter Driver #:** prompt, enter the driver number or name and press **<Return>**.
- With the cursor positioned at the **Enter Invoice #:** prompt, enter the invoice number and press **<Return>**.
- With the cursor positioned at the **Enter Customer #:** prompt, enter the customer number and press **<Return>**.

The *Driver Log Update* screen will again be displayed with the cursor positioned at the **Enter Option:** prompt.

Continue entering delivery time invoice entries for each driver as previously described.

Enter Return Time

When a driver has returned from delivering a batch of invoices assigned, the dispatcher must use the *Enter Return Time* menu option as follows:

- From the *Driver Log Update* screen and with the cursor positioned at the **Enter Option:** prompt, enter **2** (*Enter Return Time*) and press **<Return>**.
- With the cursor positioned at the **Enter Driver #:** prompt, enter the driver number or name and press **<Return>**.

The *Driver Log Update* screen will again be displayed with the cursor positioned at the **Enter Option:** prompt.

Search For Customer

When wanting to search for delivery entries for a specific customer number that has been assigned to a driver, the dispatcher can use the *Search For Customer* menu option as follows:

- From the *Driver Log Update* screen and with the cursor positioned at the **Enter Option:** prompt, enter **3** (*Search For Customer*) and press **<Return>**.
- With the cursor positioned at the **Enter Customer #:** prompt, enter the customer number to be searched for and press **<Return>**.

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

```
Enter Customer # : 251
Driver=RB---Inv#=21---Cust#=251---Time=Mon Jan 31 15:30:43 PST 2000
Driver=RB---Inv#=29---Cust#=251---Time=Tue Feb 1 05:26:47 PST 2000

Press CR To Continue: █
```

The screen will show the driver number assigned, invoice number, customer number and the time the invoice was logged for delivery.

- With the cursor positioned at the **Press CR To Continue:** prompt, press **<Return>** to return to the *Driver Log Update* screen.

Search For Invoice

When wanting to search for delivery entries for a specific invoice number that has been assigned to a driver, the dispatcher can use the *Search For Customer* menu option as follows:

- From the *Driver Log Update* screen and with the cursor positioned at the **Enter Option:** prompt, enter **4** (*Search For Invoice*) and press **<Return>**.
- With the cursor positioned at the **Enter Invoice #:** prompt, enter the invoice number to be searched for and press **<Return>**.

The screen will display all the log entries for the invoice number entered. Each entry shows the driver number assigned, invoice number, customer number and the time the invoice was logged for delivery.

- With the cursor positioned at the **Press CR To Continue:** prompt, press **<Return>** to return to the *Driver Log Update* screen.

Search For Driver

When wanting to search for delivery entries for a specific driver, the dispatcher can use the *Search For Driver* menu option as follows:

- From the *Driver Log Update* screen and with the cursor positioned at the **Enter Option:** prompt, enter 5 (*Search For Driver*) and press **<Return>**.
- With the cursor positioned at the **Enter Driver #:** prompt, enter the driver number to be searched for and press **<Return>**.

The screen will display all the log entries for the driver number entered. Each entry shows the driver number assigned, invoice number, customer number and the time the invoice was logged for delivery.

- With the cursor positioned at the **Press CR To Continue:** prompt, press **<Return>** to return to the *Driver Log Update* screen.

Search All Entries

When wanting to search for all delivery entries (including time returned entries) for a specific driver, the dispatcher can use the *Search All Entries* menu option as follows:

- From the *Driver Log Update* screen and with the cursor positioned at the **Enter Option:** prompt, enter 6 (*Search All Entries*) and press **<Return>**.
- With the cursor positioned at the **Enter Driver :** prompt, enter the driver number to be searched for and press **<Return>**.

The screen will display all the log entries (including time returned entries) for the driver number entered.

- With the cursor positioned at the **Press CR To Continue:** prompt, press **<Return>** to return to the *Driver Log Update* screen.

List All Entries

When wanting to list all delivery entries (including time returned entries) for all drivers, the dispatcher can use the *List All Entries* menu option as follows:

- From the *Driver Log Update* screen and with the cursor positioned at the **Enter Option:** prompt, enter 7 (*List All Entries*) and press **<Return>**.

The screen will display all the log entries (including time returned entries) for all driver numbers.

- With the cursor positioned at the **Press CR To Continue:** prompt, press **<Return>** to return to the *Driver Log Update* screen.

Print All Entries

When wanting to print out a listing of all delivery entries (including time returned entries) for all drivers, the dispatcher can use the *Print All Entries* menu option as follows:

- From the *Driver Log Update* screen and with the cursor positioned at the **Enter Option:** prompt, enter 8 (*Print All Entries*) and press **<Return>**.

A report with all the log entries (including time returned entries) for all driver numbers will be printed to the management printer (printer 1).

The *Driver Log Update* screen will again be displayed with the cursor positioned at the **Enter Option:** prompt.

Clearing All Entries

When wanting to completely clear out all delivery entries (including time returned entries) for all drivers, the dispatcher perform the following:

- From the *Driver Log Update* screen and with the cursor positioned at the **Enter Option:** prompt, enter **clear** and press **<Return>**.
- With the cursor positioned at the **Clear Entries Y or N ? :** prompt, enter **Y** or **N** and press **<Return>**.

If **N** was entered, the delivery log entries will NOT be cleared out.

If **Y** was entered, all the log entries for all driver numbers will be completely cleared out.

The *Driver Log Update* screen will again be displayed.

Exiting

- From the *Driver Log Update* screen and with the cursor positioned at the **Enter Option:** prompt, enter **Q** (*Quit*) and press **<Return>** to return to the workspace screen.