**AUTOLOGUE** COMPUTER SYSTEMS, INC.

# eDelivery Mobile Setup User Guide

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# eDelivery Mobile Setup

With the eDelivery app enabled, stores are able to:

- Send dispatches to a mobile device and track the driver's delivery route.
- Provide signature capture capabilities for deliveries and eliminate the need to scan invoices.
- Upload the time of delivery for each invoice into open dispatches.

This document provides the process needed in order to install, set up and use the eDelivery app on a mobile device.

## Setting Up the Mobile Device

**Note:** Refer to the Glossary of Terms section at the end of this document for explanations of mobile-related terms used in this guide.

Both android and iOS devices can be enabled with the eDelivery mobile app.

To install the app on a mobile device either:

- Click the Signature Capture App button in the bottom right of the eDelivery Tracking System screen and scan the QR Code with the mobile device to open the App Store, or the Google Play Store, and tap Install.
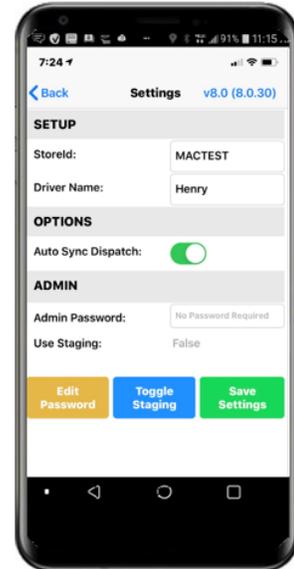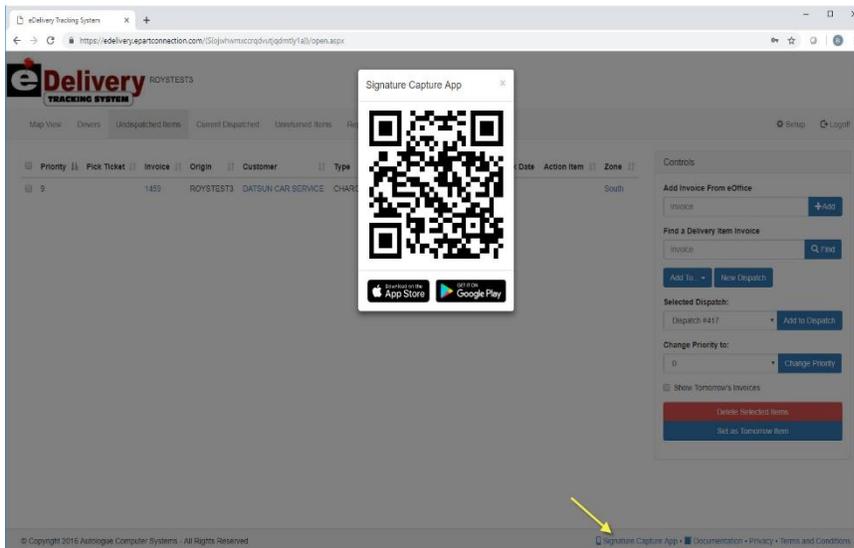


- Or, open the App Store or the Google Play Store directly from the mobile device. Enter 'edelivery' in the search field, tap on eDelivery Signature Capture and tap INSTALL.

Once installed, be sure the device's Bluetooth is enabled in order to use the eDelivery app GPS functionality.

# Setting Up the eDelivery App

The eDelivery app must be set up before the functionality will be available.

Tap the eDelivery icon on the mobile device and a splash screen opens, and when it closes, a refresh screen will display.

Tap the **Settings** icon or blue settings link and the **Settings** screen will display to enter the necessary setups.

<u>SETUP</u> (Mandatory)

- **StoreId**: Enter the store ID for the store that will be delivering the parts.

- **Driver Name**: Enter the driver using the mobile device.

<u>OPTIONS</u> (Optional)

- **Auto Synchronized Dispatch**: Green Slider (recommended) to enable, or Grey Slider to disable automatic download of any assigned dispatches for the driver.

<u>ADMIN</u> (Optional)

- **Admin Password**: Optionally enter a password to only allow the settings on the **Settings** screen to be accessed. If the Admin Password is not entered correctly, the settings cannot be changed. Leave the field blank to always allow access.

- **Use Staging:** This field is used for testing and special instances only.
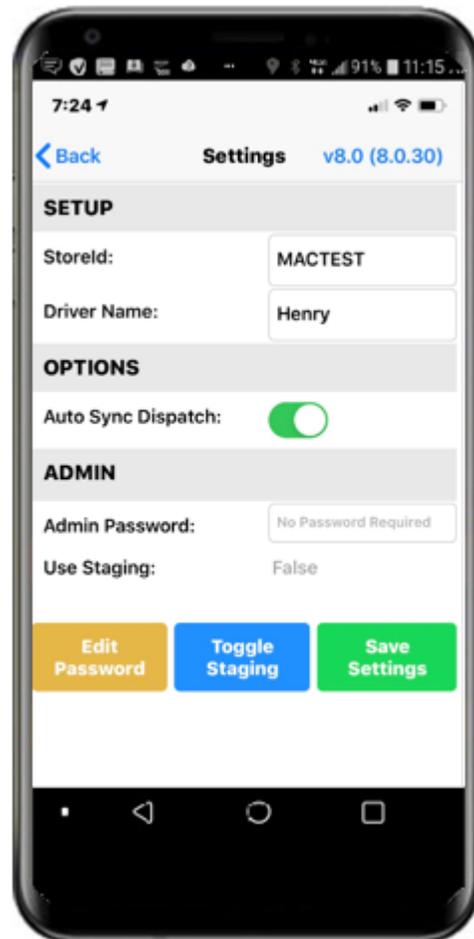
When done, tap the Back Arrow in the upper left corner of the screen, and if a delivery is scheduled for the driver, the delivery data will display. If not, a refresh screen will display until a dispatch is downloaded to the app.

If the StoreId or Driver Name is invalid, the program will prompt to re-enter a value.

# Viewing the Assigned Dispatch

With a scheduled dispatch, the screen will display each customer name, account number and each invoice number, amount and payment type, (for example, Cash or Charge) per customer from the scheduled delivery.
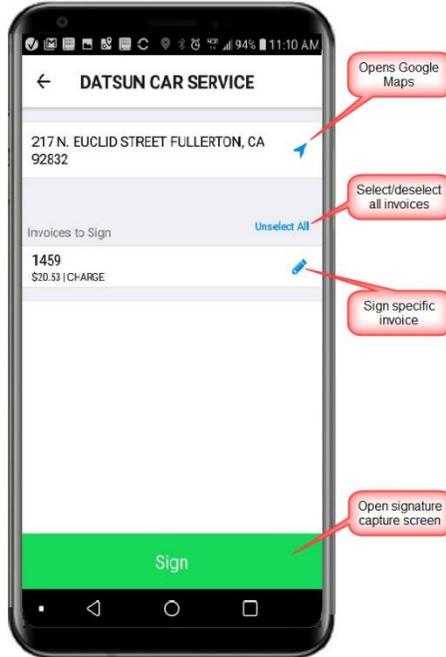
Tap a specific invoice number to display the customer's address and each invoice to be signed by the customer.
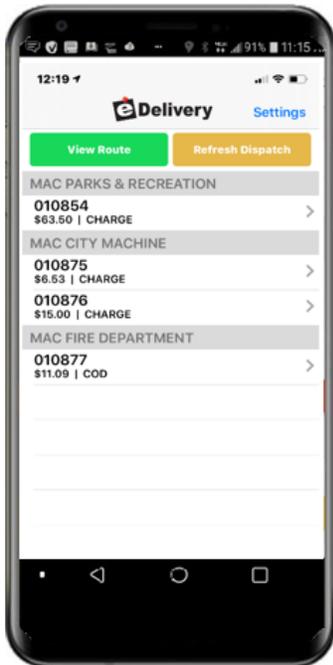
# Driving Directions

Tap the blue arrow to the right of the customer address to open Google maps for directions on the best driving route to the customer.

# Capturing the Signature

To capture a single signature for all invoices at that stop, tap the Select All button above the Invoices and then tap the **Sign** button. Or, before tapping the **Sign** button, tap the Unselect All button to unselect all invoices.

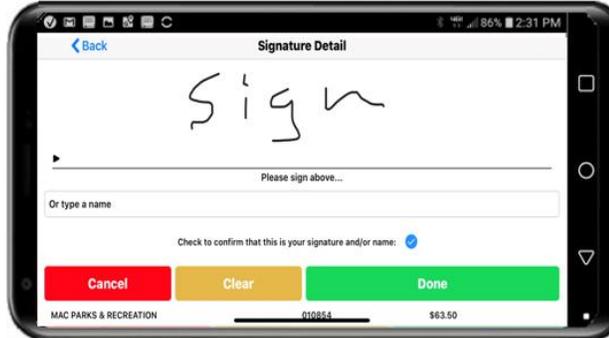To sign a specific invoice, tap the small pencil icon and then tap the **Sign** button.
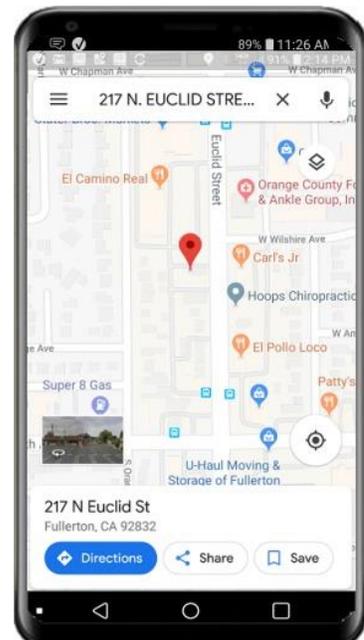
When the **Sign** button is tapped, the signature capture screen will display.



Have the customer sign the screen with their finger or stylus. Or type a name. Then check to confirm and tap the:

- **DONE** button and the delivery screen will again open.
- **CLEAR** to clear and reenter the signature and/or name.
- **CANCEL** to abort capturing the signature.
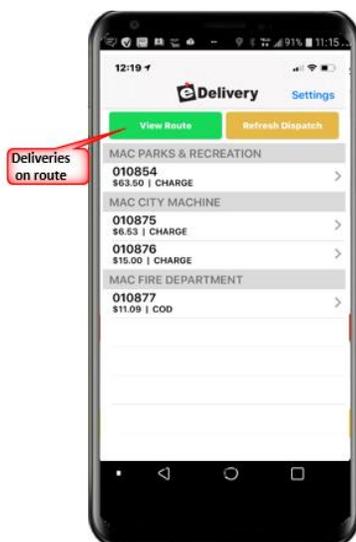
Each signed invoice will be:

- Checked and moved to the bottom of the list.
- Sent to ePaperlessOffice and stored with the signature attached to invoice.
- Sent to eDelivery with the signature time.

When all deliveries are made, the program will continue tracking the truck until it is back at the store.

## View Route

Click the **View Route** button to see the deliveries on the dispatch.

Close the app to exit the program.

## Glossary of Terms

| Term | Description |
|---|---|
| Android device | A mobile device using Google's Android Operation System. Any mobile application that runs on an Android device can only be installed by downloading the application from Google's Play Store. This device is typically a smart phone or a tablet. |
| Breadcrumbs | A graphical control element frequently used as a navigational aid in user interfaces and on web pages in order to keep track and maintain awareness of their locations within programs, documents or websites. |
| Icon | On a mobile device, a graphical image that when "tapped" can be used to quickly navigate to another screen without having to select a menu item for that other screen. |
| iOS device | A mobile device using Apple's iOS Operating System. Any mobile application that runs on an iOS device can only be installed by downloading the application from Apple's App Store. This device is a smart phone (also called an iPhone) or a tablet (also called an iPad). |
| Mobile device | A common term used that means Android phone, Android tablet, iOS iPhone or iOS iPad. |
| Smart Phone | A common term used that means either an Android phone or an iOS iPhone. |
| Splash Screen | An initial web site page that displays for a short time, usually when the sight is opening. |
| "swipe" | On a mobile device, an expression to indicate a user's command to "scroll" through a list of items. On a PC Desktop, the equivalent expression might be where a user "clicks and drags" a vertical scroll bar.<br><br>On a mobile device, a "swipe" might also be used to select from a rotating circular list of choices. On a PC Desktop, the equivalent expression might be where a user "clicks" on a choice from a drop-down list of values.<br><br>Finally, on a mobile IOS device only, a "swipe" might also be used to navigate to another screen. On a PC Desktop, there is really no equivalent user command. |
| "tap" | On a mobile device, an expression to indicate a user selection of a button, menu item or other graphical user interface control. On a PC desktop, the equivalent expression might be a "click" where a user makes a choice by "clicking" the mouse control on a button, menu item or other control. A "tap" is most commonly performed with a user's finger but a "tapping" stylus or pen may be used as well. |