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acsDelivery Mobile Setup

With the *acsDelivery* app enabled, stores are able to:

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

This document outlines the process for installing, setting up, and using the *acsDelivery* app on a mobile device.

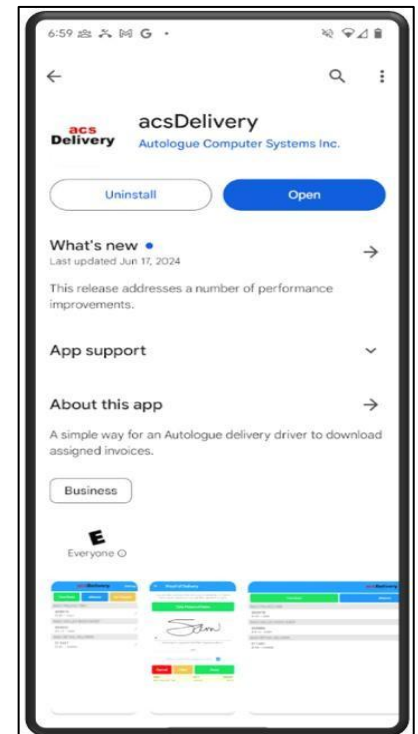
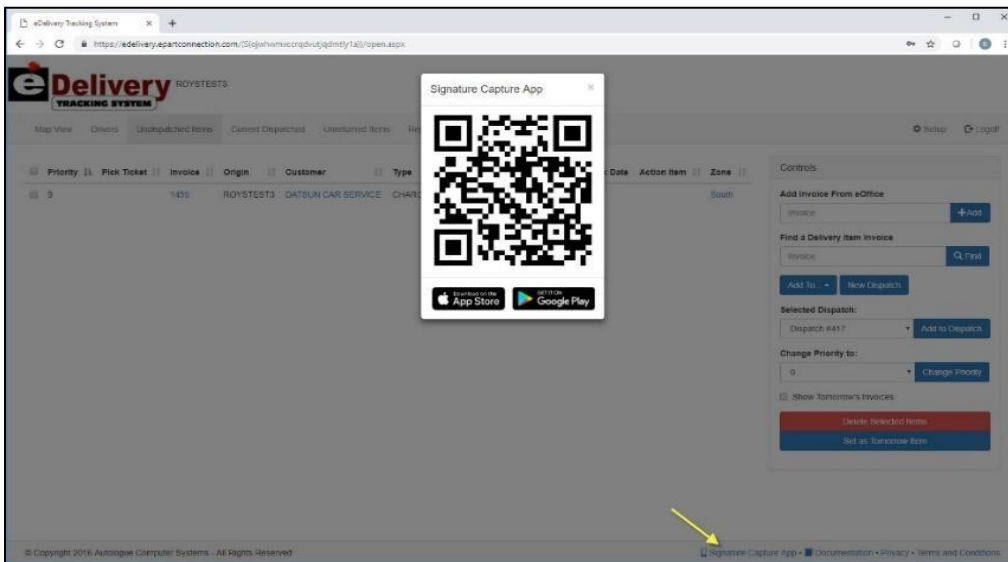
Setting Up The Mobile Device

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 *acsDelivery* mobile app.

To install the app on a mobile device, either:

- Click on either the [Android Mobile App](#) or [iOS Mobile App](#) links 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 [Get/Install](#).



- Or, open the App Store or the Google Play Store directly from the mobile device. Enter **acsDelivery** in the search field, tap on *acsDelivery*, and tap [Get/Install](#).

Once installed, ensure the device's Wi-Fi network is disabled to use the *acsDelivery* application's GPS functionality.

Setting Up The acsDelivery Application

The *acsDelivery* application must be set up before the functionality will be available.

- On the mobile device, tap the *acsDelivery* icon and the screen opens.
- Tap the blue [Settings](#) link, and the Settings screen will display, allowing you to enter the necessary setups.



Settings - SETUP (Mandatory)

- StoreId:** Enter the store ID for the store that will be delivering the parts.
- Driver Name:** Enter the driver using the mobile device. The Driver Name must exactly match the name listed in the eDelivery application setup page.

Settings - ADMIN (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.



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

- When done, tap the back arrow (←) in the upper left corner of the screen.

If a delivery dispatch was created for the driver, the delivery data will display. If not, a refresh screen will display until a dispatch is downloaded to the app.

Returning To The Previous Screen To Check For Delivery Data

- Locate the back arrow (←) in the upper left corner of the screen and tap it once to navigate back.

If a delivery dispatch was created for the driver, the delivery data will appear immediately. Confirm that delivery details are displayed and review the information for accuracy.

If no delivery is scheduled, the app will refresh until new dispatch data is received. A refresh screen will display automatically remain on the screen until the dispatch information downloads. Once downloaded, the delivery data will appear.

Viewing The Assigned Dispatch

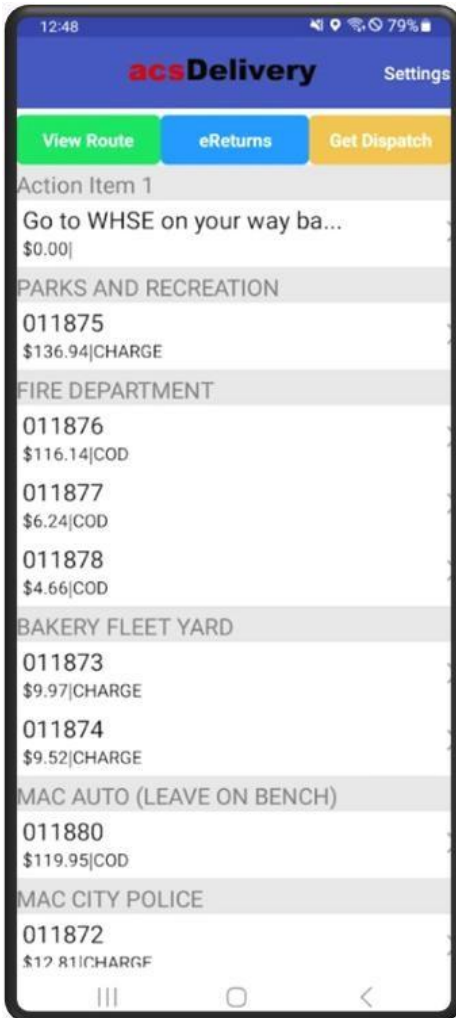
When a dispatch is scheduled, the screen will display the following details for each customer:

- Customer Name
- Invoice Information which includes invoice number, amount, and payment type (e.g., COD or Charge)
- Action items

This information is presented per customer for the scheduled delivery.

Selecting An Invoice

- Tap a specific invoice number to display the customer's address and each invoice(s) to be signed by the customer.



Display Item Detail

- Tap the invoice on the unsigned home screen.
- Tap the specific invoice on the *Invoices To Deliver* screen to the view invoice item detail.

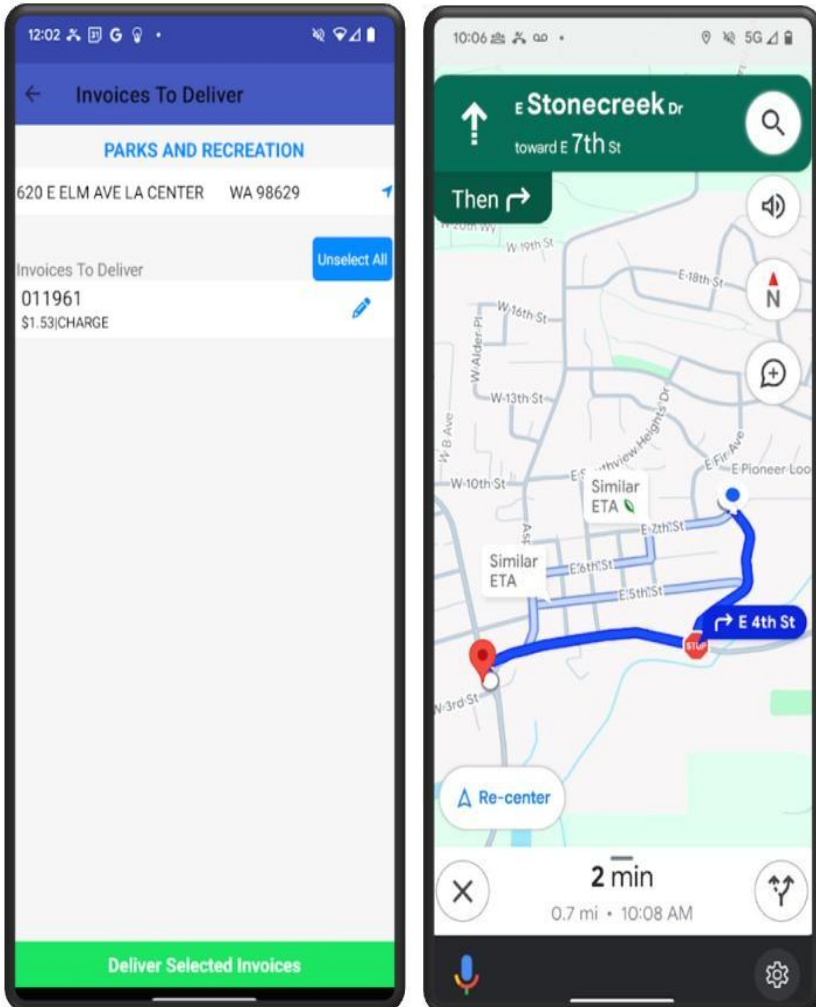
- Tap the green **View Invoice** button to view the original invoice copy.
- ☞ **Note:** The **Can View Invoices in Mobile App** option must be enabled within the eDelivery Setup->Options.



Driving Directions

- To view the customer's address location on a map and optionally get driving directions, tap the blue arrow () icon located to the right of the customer's address.

On Android devices, this will open Google Maps. On iOS devices, this will open Apple Maps. Follow the app's suggested route.



Capturing The Signature

- To capture a single signature for all invoices at that stop, tap the green [Deliver Selected Invoices](#) button on the bottom of the screen. By default, all the invoices are selected (denoted by a blue [Unselect All](#) button and blue pencil () icons displayed to the right of each invoice).
- Optionally, tap the [Unselect All](#) button to unselect all invoices. To sign for a specific invoice, tap the gray pencil () icon which selects it (denoted by turning the pencil icon blue) and then tap the green [Deliver Selected Invoices](#) button.

When the green [Deliver Selected Invoices](#) button is tapped, the *Proof of Delivery* screen will be displayed.

Proof of Delivery

From the *Proof of Delivery* screen, you can perform one of the following steps:

Take Picture

- Tap on the green [Take Picture of Items](#) button to take a picture of the delivered items.

Sign Below

- Have the customer sign the screen with their finger or stylus below the [...or Sign Below...](#) prompt.

Typing In A Name

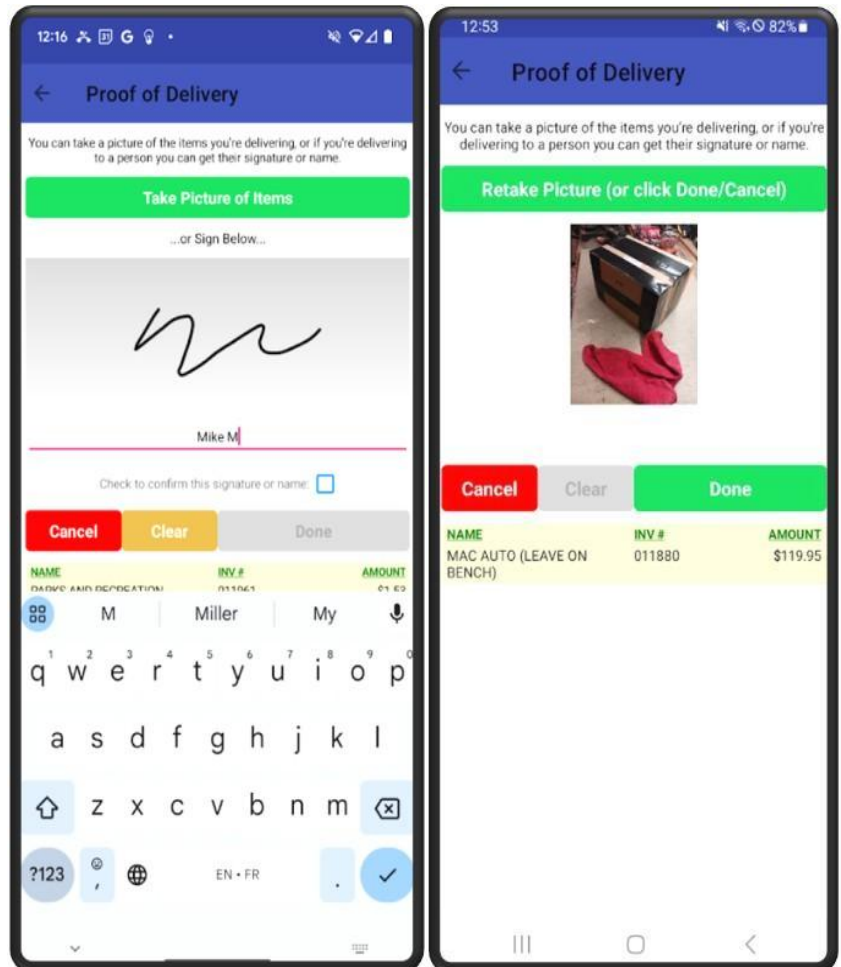
- Tap on the [...or type their name here.](#) prompt and using the mobile applications keyboard, type in the person's name who received the delivery.
- Then tap on the circle to the right of the [Check to confirm this signature or name:](#) prompt to place a blue checkmark and to have the grey [Done](#) button turn green.

Next, tap on one of the following:

- The green [Done](#) button to save the entered signature or typed in name and return back to the *acsDelivery* screen.
- The yellow [Clear](#) button to clear and reenter the signature and/or typed in name.
- The red [Cancel](#) button to abort capturing the signature and return back to the *Invoices To Deliver* screen.

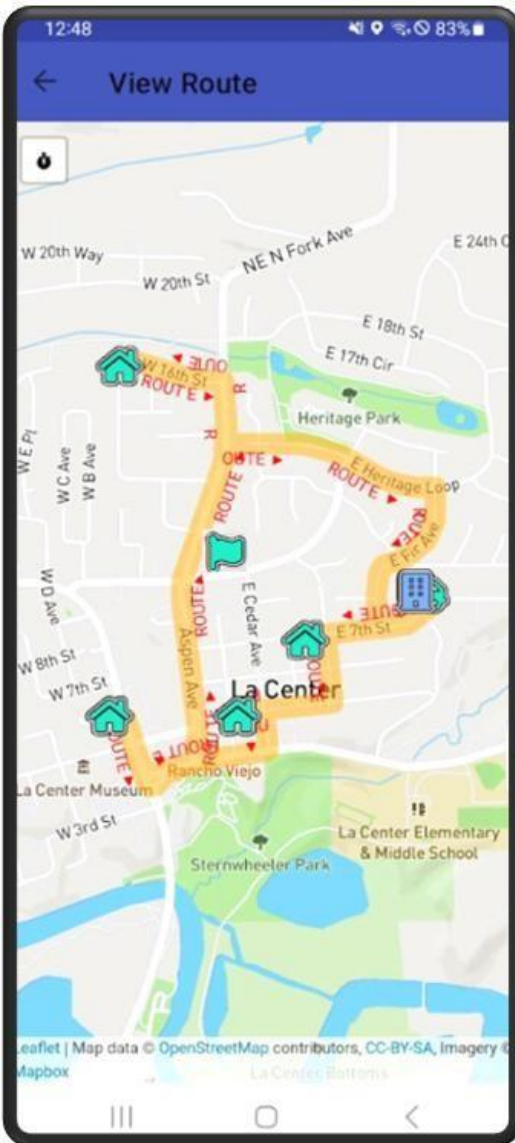
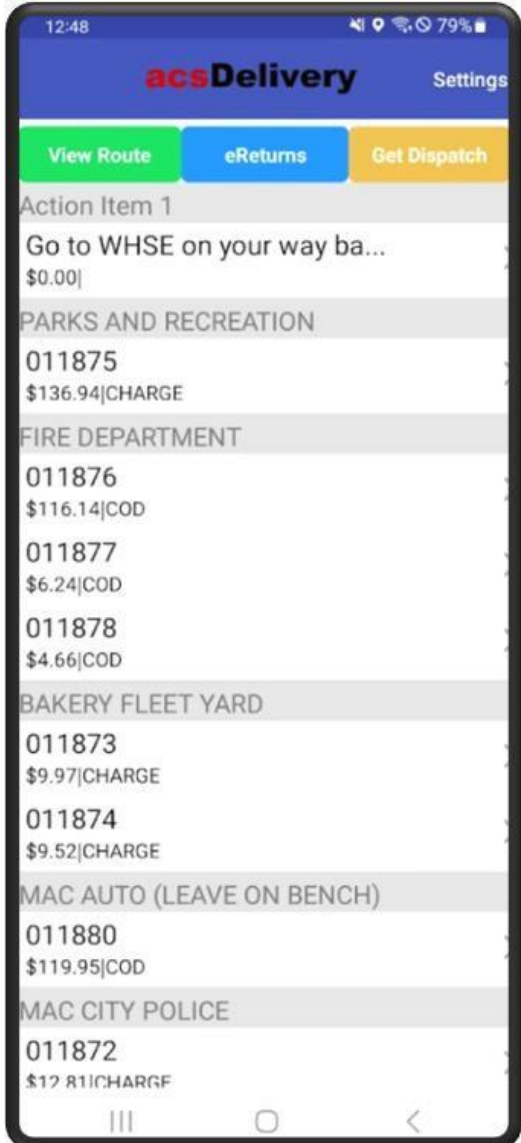
Each signed invoice will be:

- Check marked (✓) and automatically moved to the bottom of the list.
- Sent to *ePaperlessOffice* and stored with the signature or picture image attached to the invoice.



View Route

- Click the green [View Route](#) button to see all of the deliveries and the suggested route on the dispatch.



Glossary Of Terms

<u>Term</u>	<u>Description</u>
App enabled	A mobile device using Apple's iOS or Google's Android operating system. Any mobile application that runs on an iOS or Android device can only be installed by downloading the application from the App Store or Google Play Store. This device is typically a smartphone or a tablet.
Breadcrumbs	A graphical control element frequently used as a navigational aid in user interfaces and on web pages 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. The device is classified as a smartphone, also known as an iPhone, or as a tablet, also known as 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. 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. 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/pen cab also be used.