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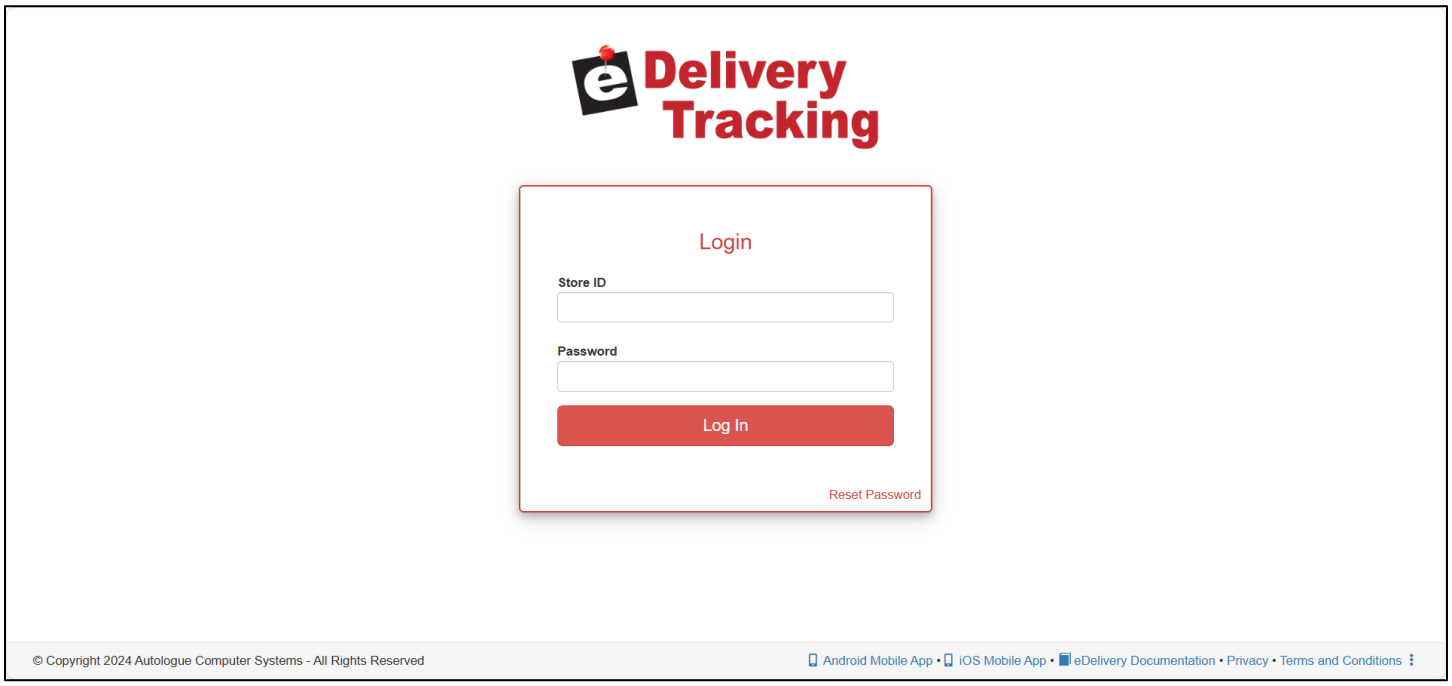
Overview

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.

Login To eDelivery

Begin by logging into the eDelivery website (https://www.edelivery.autologue.com), using the Store ID and password assigned to you and then clicking on the `Log In` button.



☞ **Note: The entered Store ID will remain through subsequent logins. The password can be saved or cleared for each login.**

The *Undispatched Items* screen will now be displayed upon login.

Limited Login

Certain users (such as countermen) can be assigned a password that restricts access to specific system functions.

Limited users can perform the following:

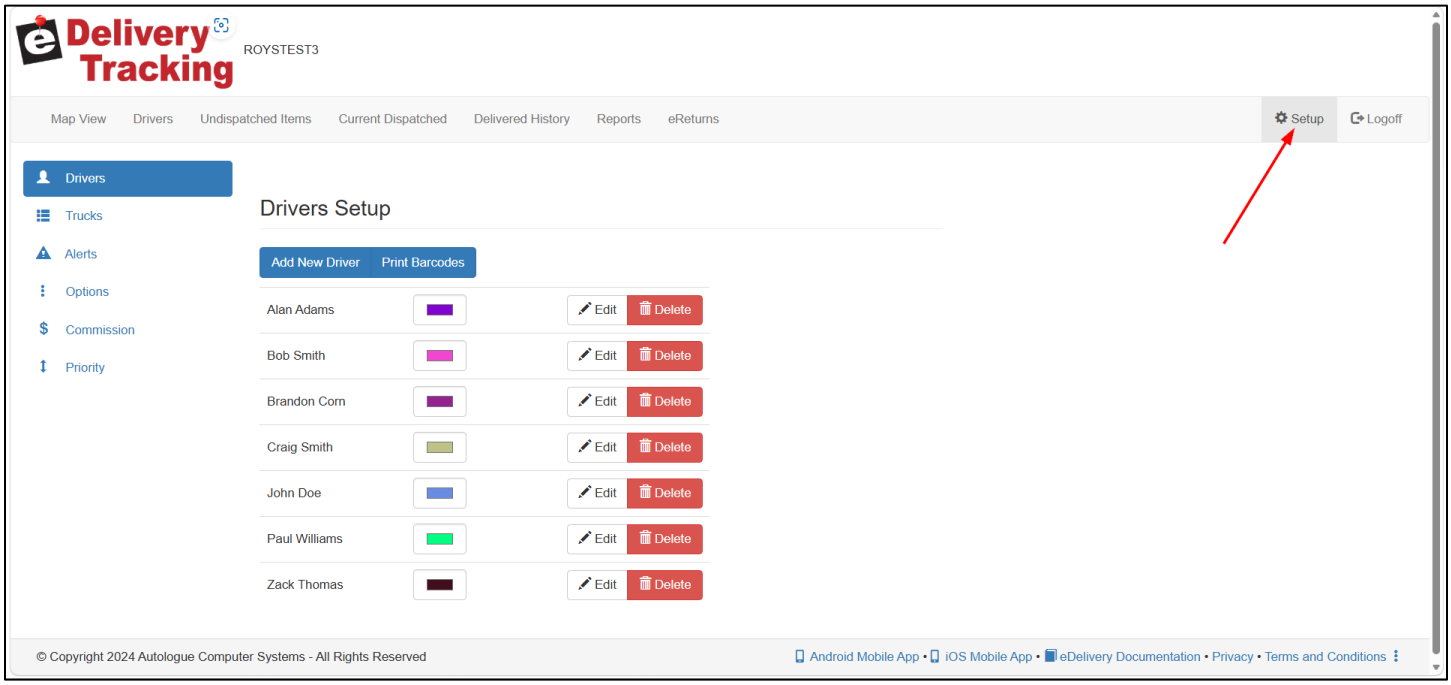
• Search for invoices	• View undispatched items
• Review current dispatches	• Add items to an active dispatch
• Edit delivered date/time entries	• Access the map, delivery history, and reports

They are restricted from creating or closing dispatches (buttons are disabled) and cannot access the *Setup* options menu link.

Setup Screen

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

The *Drivers Setup* screen will be displayed with each of the existing drivers displayed as shown:

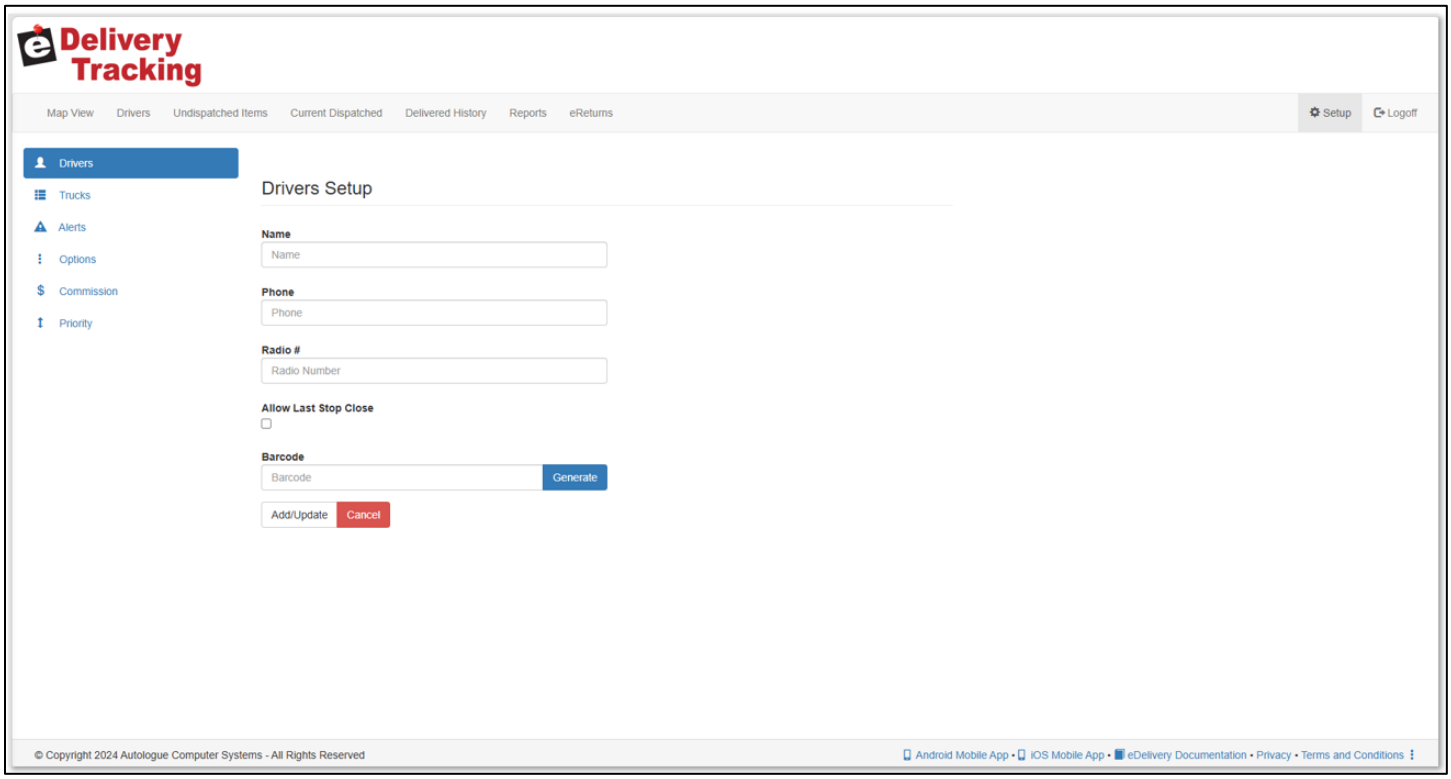


The *Drivers Setup* screen allows you to add new drivers, edit existing driver information, or delete driver records as needed.

Drivers

Adding Drivers

- To manage drivers, click the Add New Driver button.

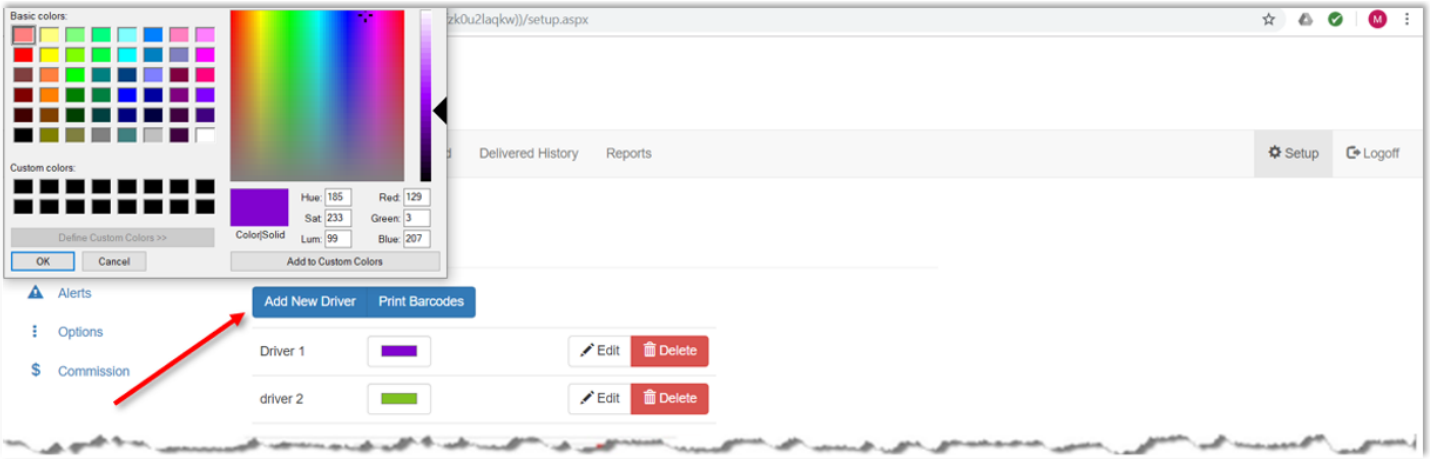


Field	**Description**
Name	Enter the driver's name.
Phone	Optionally enter the driver's (cellular) phone number.
Radio #	Optionally enter the driver's radio number, email address, etc.
Allow Last Stop Close	Select the check box only for drivers authorized to automatically close a dispatch after completing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

- Click on the `Add/Update` button to save the driver, or `Cancel` button to abort saving the driver.

Assigning A Color To A 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 displayed to the right of the driver name, choose a color, and click `OK` to save, or `Cancel` to abort saving that color.



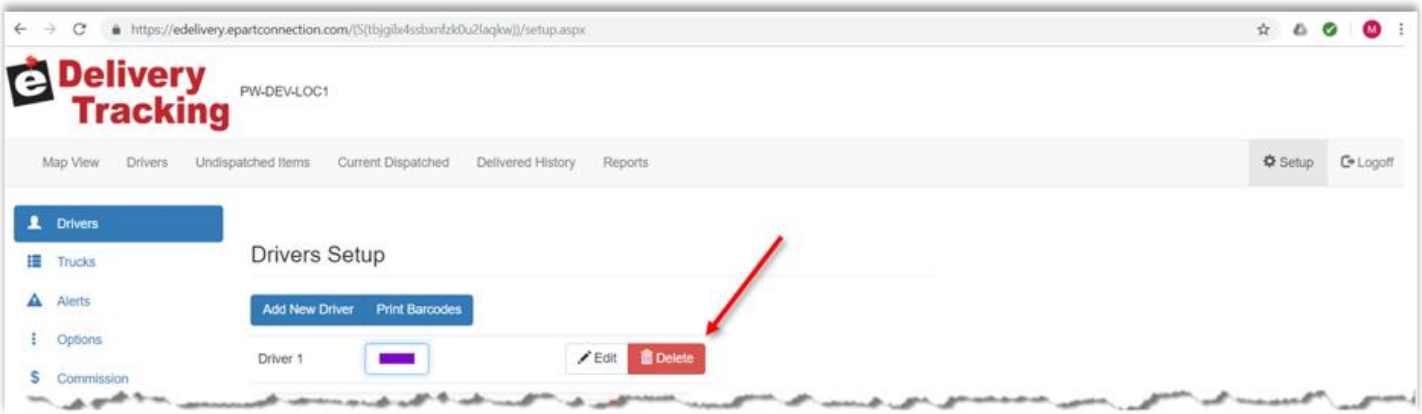
Editing Drivers

- To edit an existing driver, click the `Edit` button to the right of the driver's name, 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.

Deleting Drivers

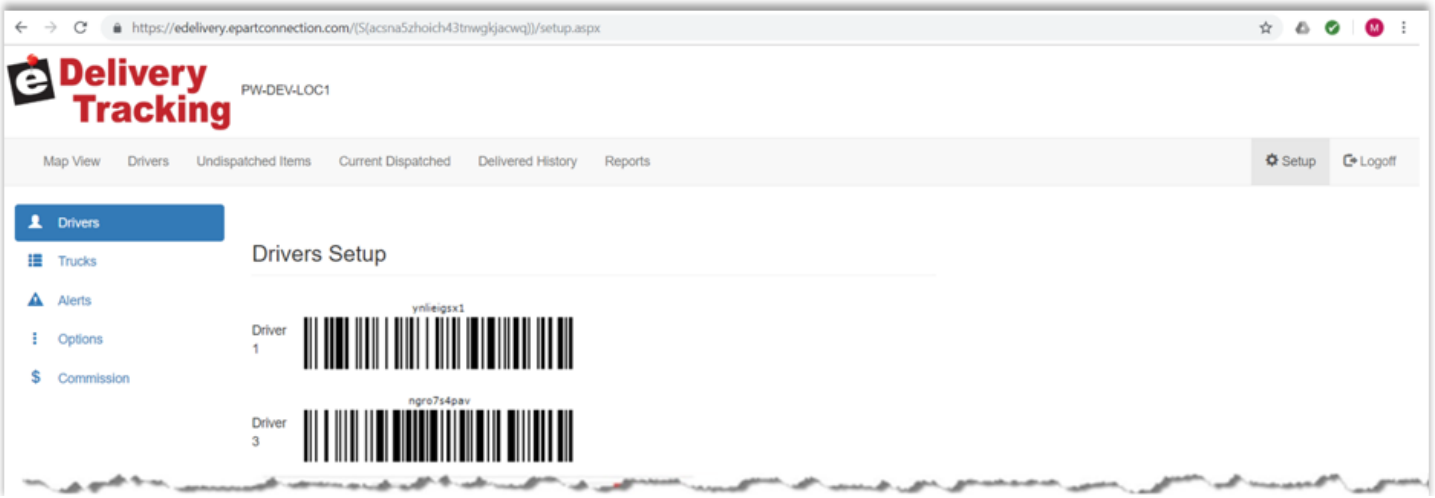
- To delete an existing driver, click the `Delete` button to the right of the `Edit` button for that driver.

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.



Print Barcodes

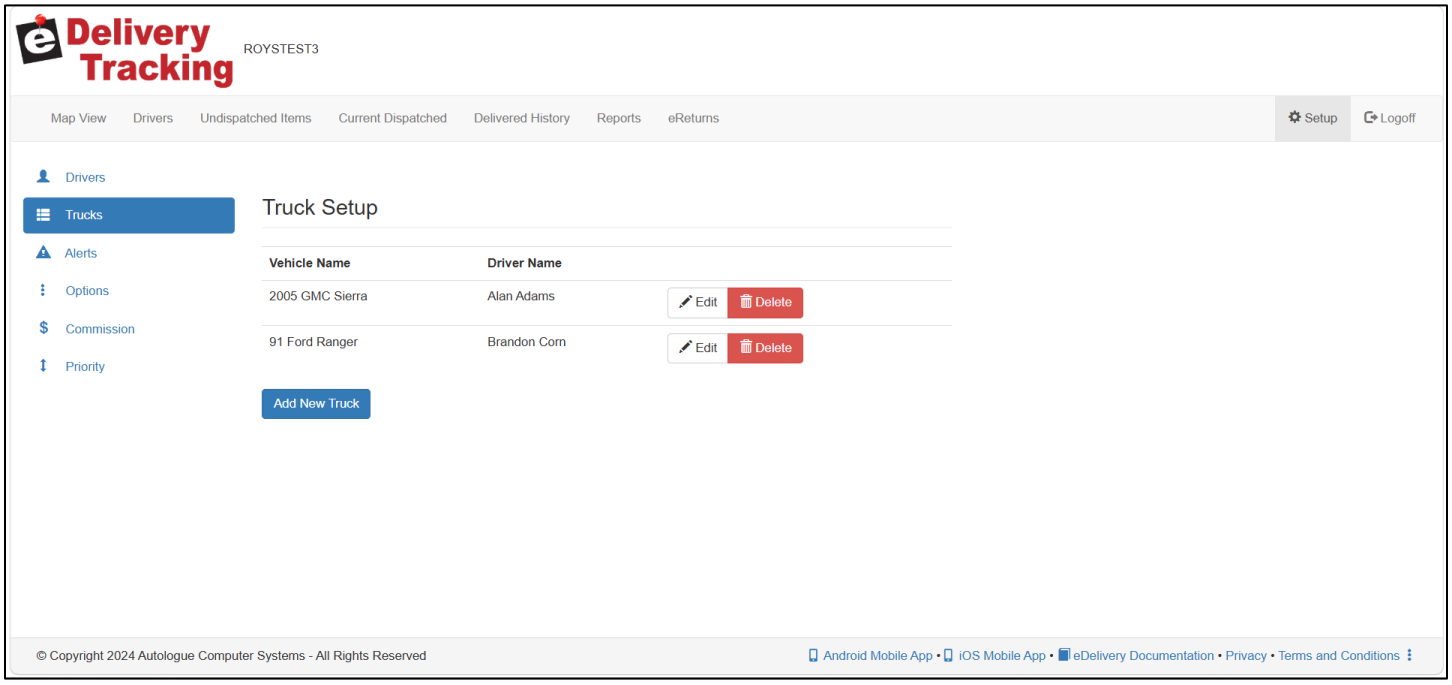
- Click the blue `Print Barcodes` button to print a list of the existing barcodes for the drivers that can be used to scan drivers for deliveries.



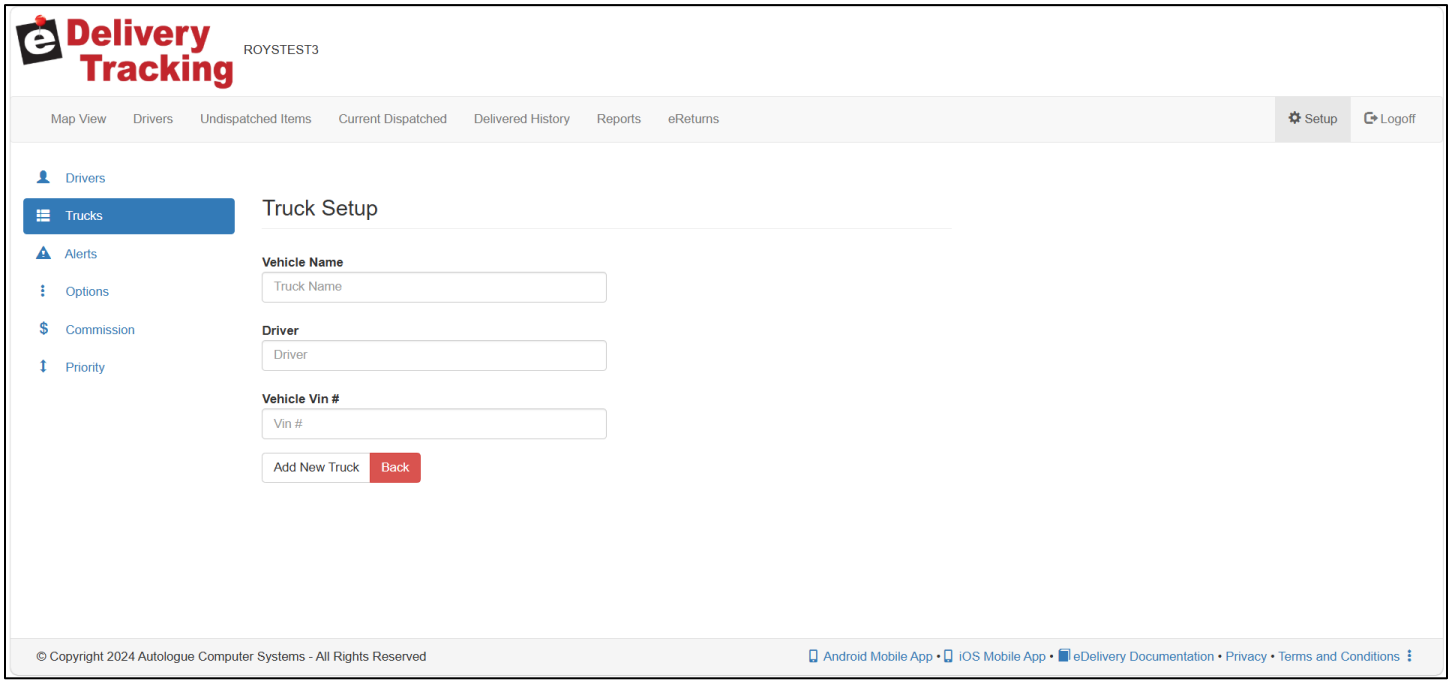
Trucks

- 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.



Field Name	Description
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.

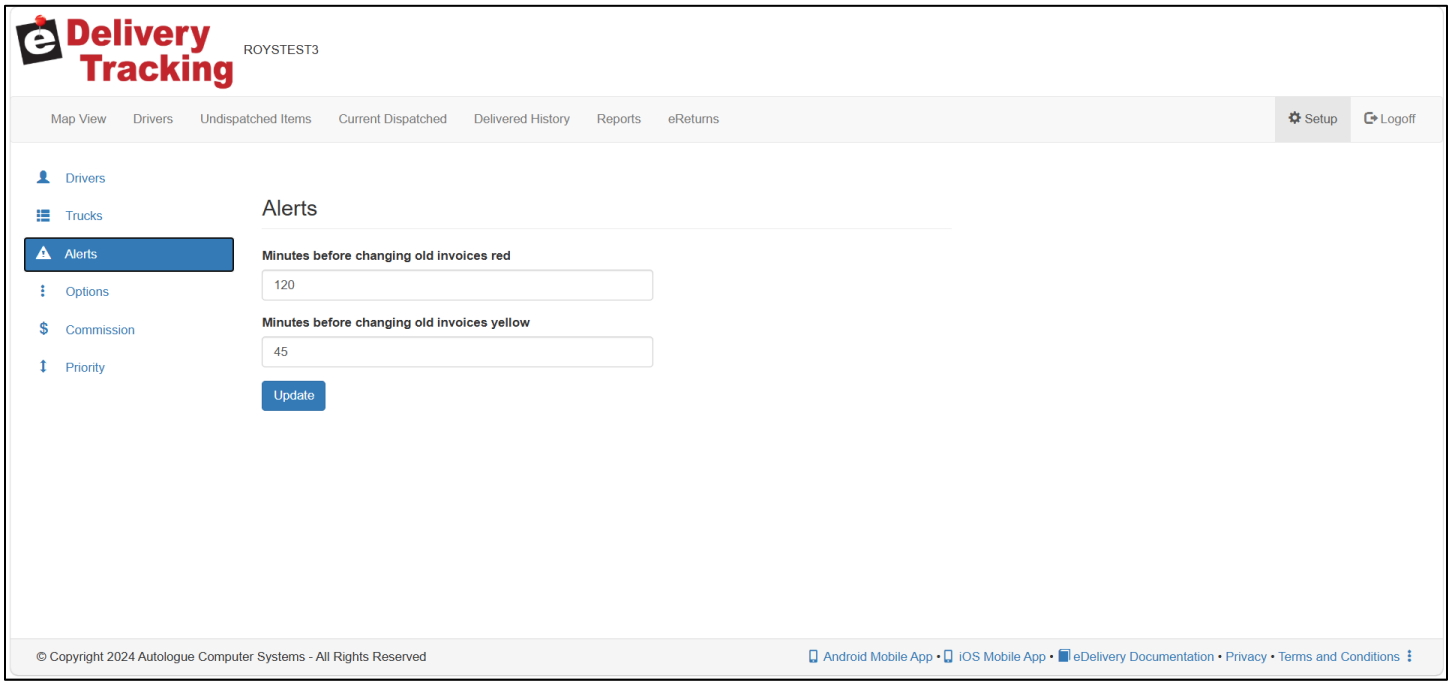
- Click the `Add New Truck` button to save the truck, or the `Back` button to abort saving the truck.

Editing/Deleting a Truck

- To edit an existing delivery truck, 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, click on the `Delete` button on the row of the listed truck.

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.

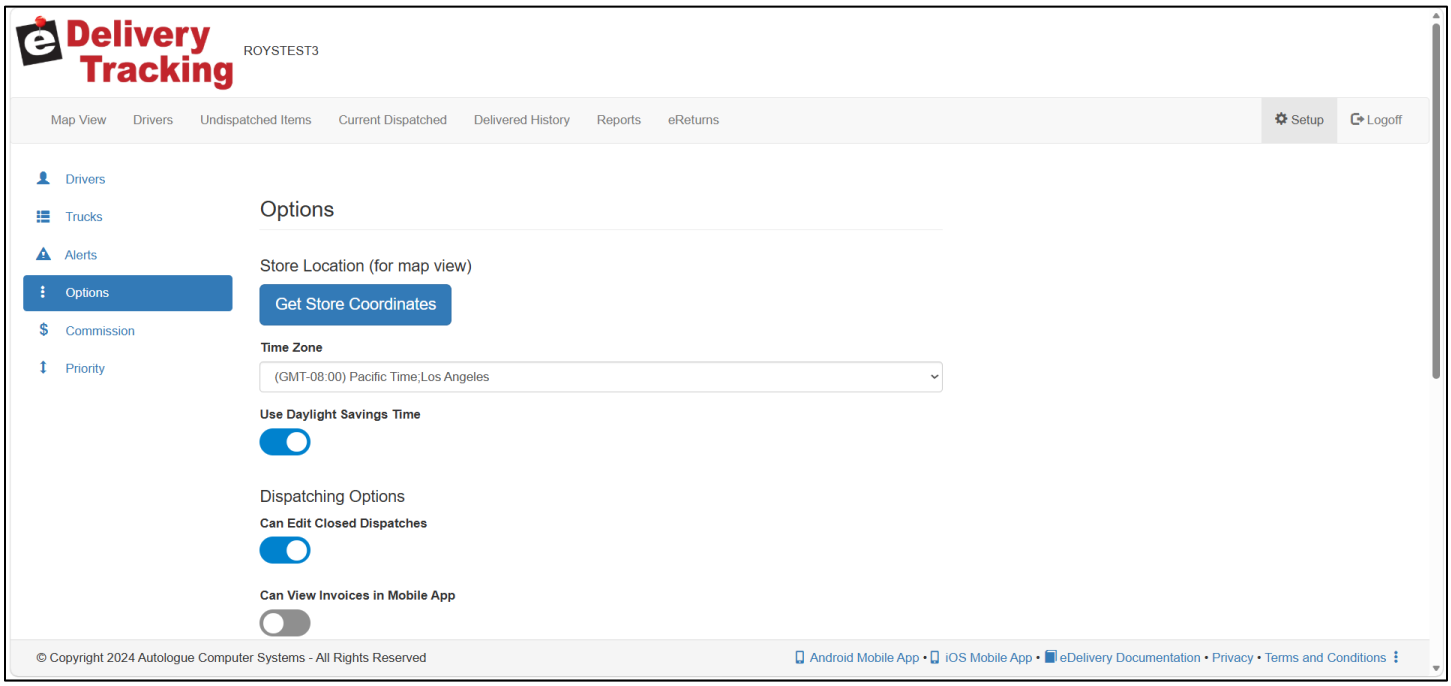


Field Name	Description
Minutes before changing old invoices red	Enter a numeric value up to 30000 that represents the number of minutes an invoice can remain on the Undispatched Items screen before being changed into a "red" alert state. Leave the field blank for an unlimited number of minutes so that 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.

Options

- Click the `Options` menu to open the *Options* setup screen that is used to set up several controls used by the eDelivery program.

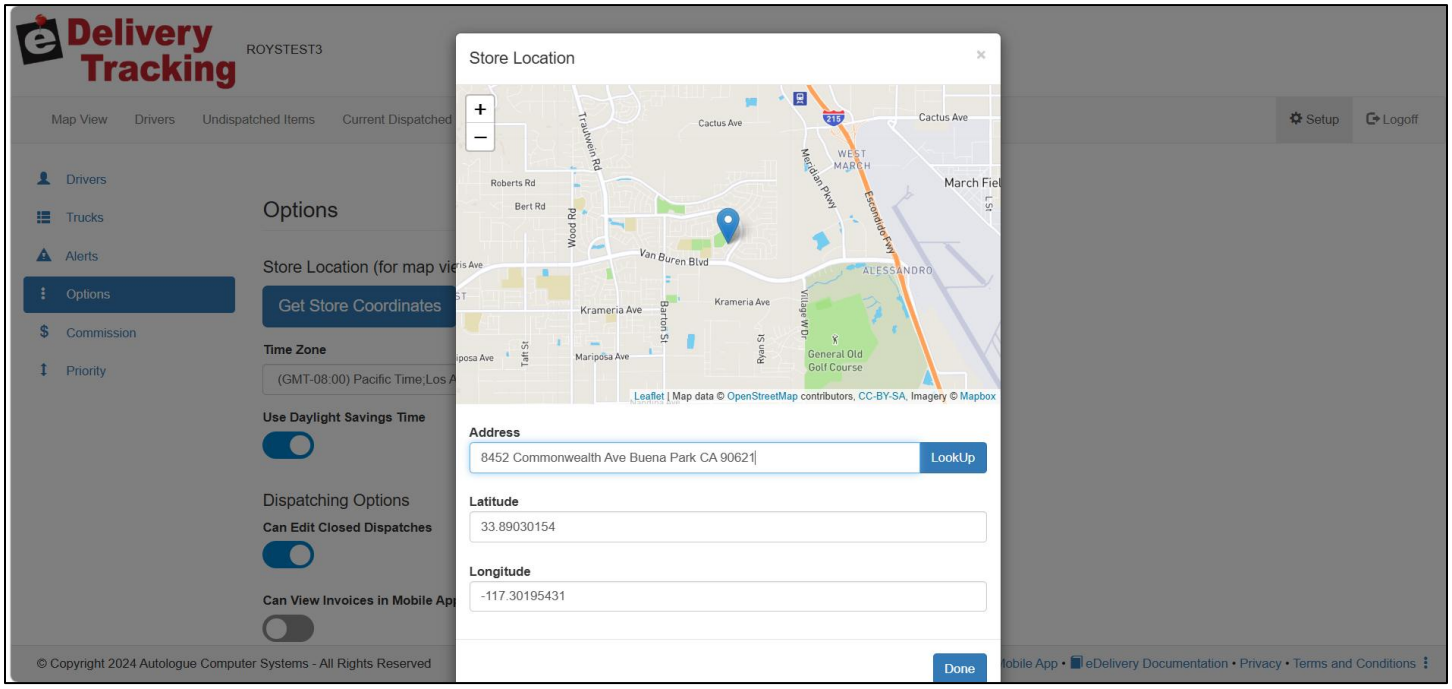


Store Location (for Map View)

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`.

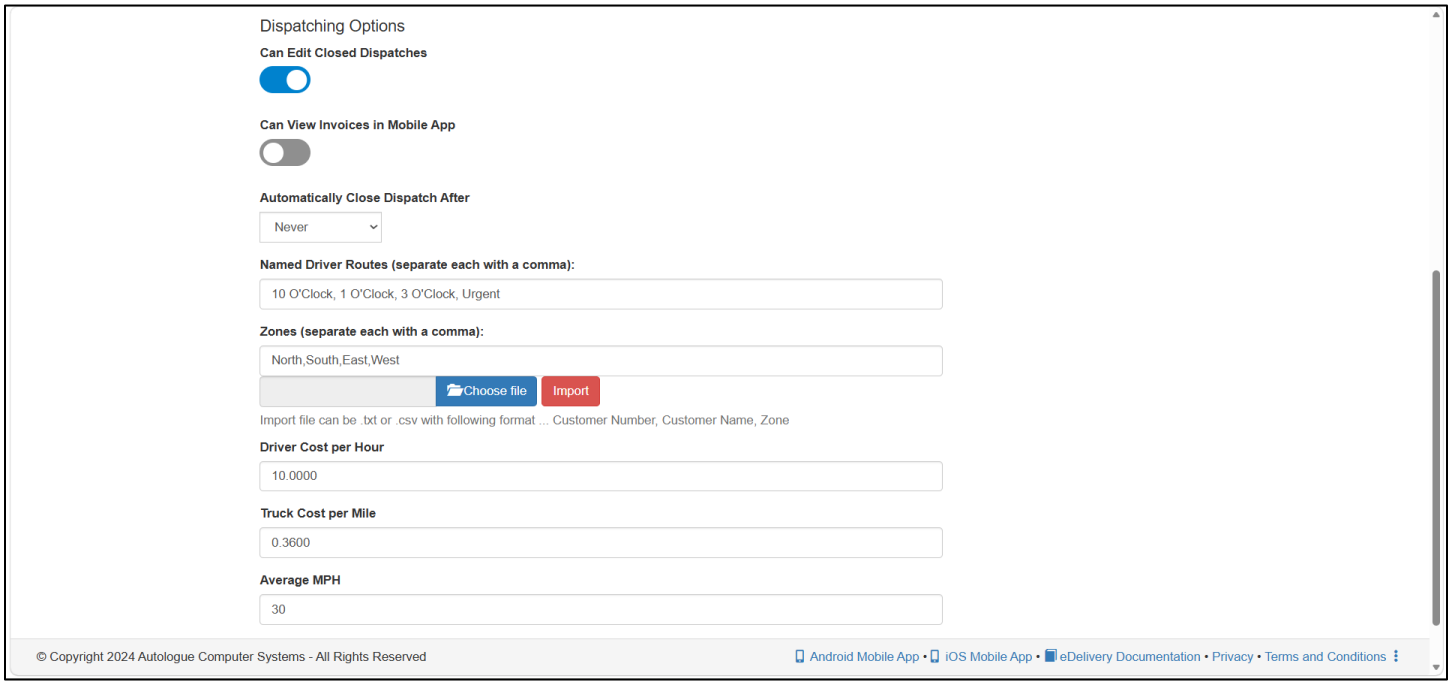


Time Zone - Click the down arrow to the right of the field and select your specific time zone.

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.

Dispatching Options

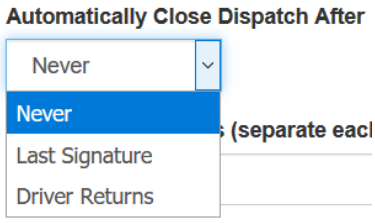
Dispatching Options allow you to set up and manage the specific controls applied during the dispatch process.



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 view 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.

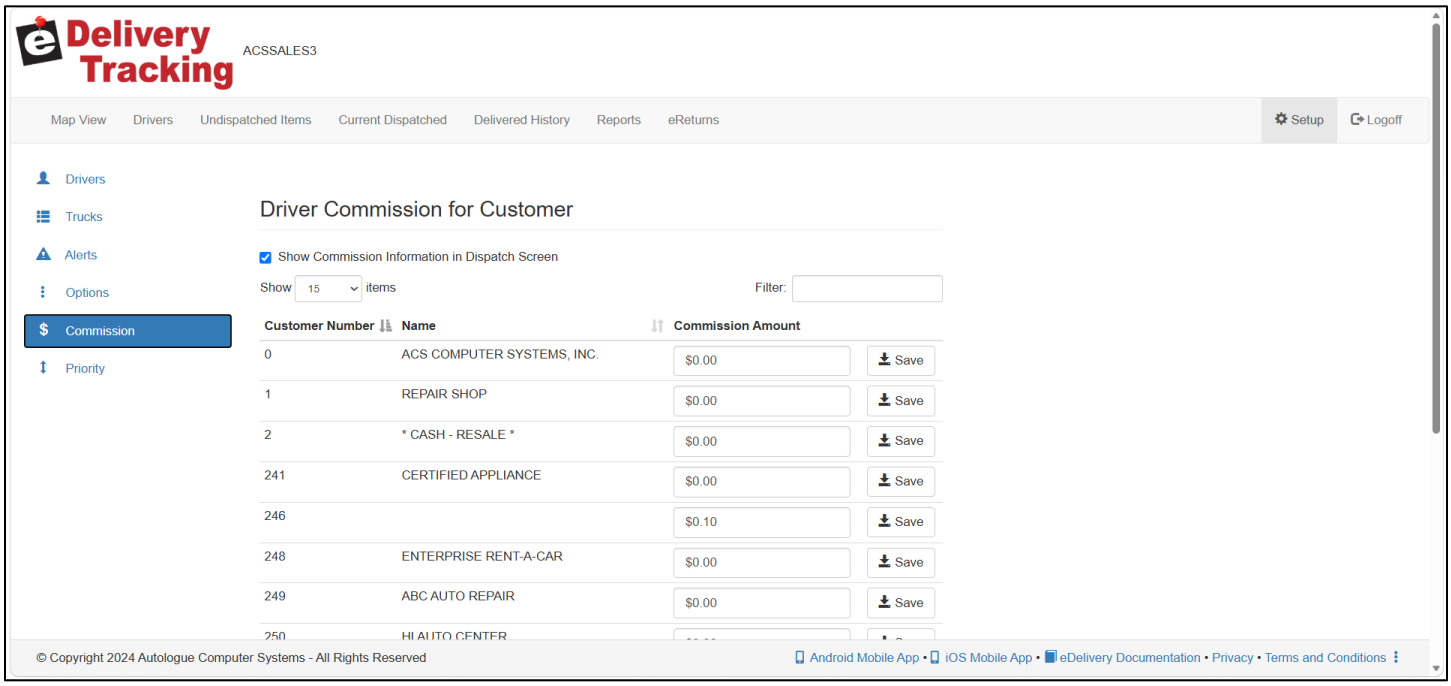
Truck Cost per Mile - Enter the average dollar amount that it may cost per mile. Used for reporting.

Average MPH - Enter the (whole, numeric) average miles that the trucks may drive in an hour.

- Click the `Save Options` button to save the setups.

Commission

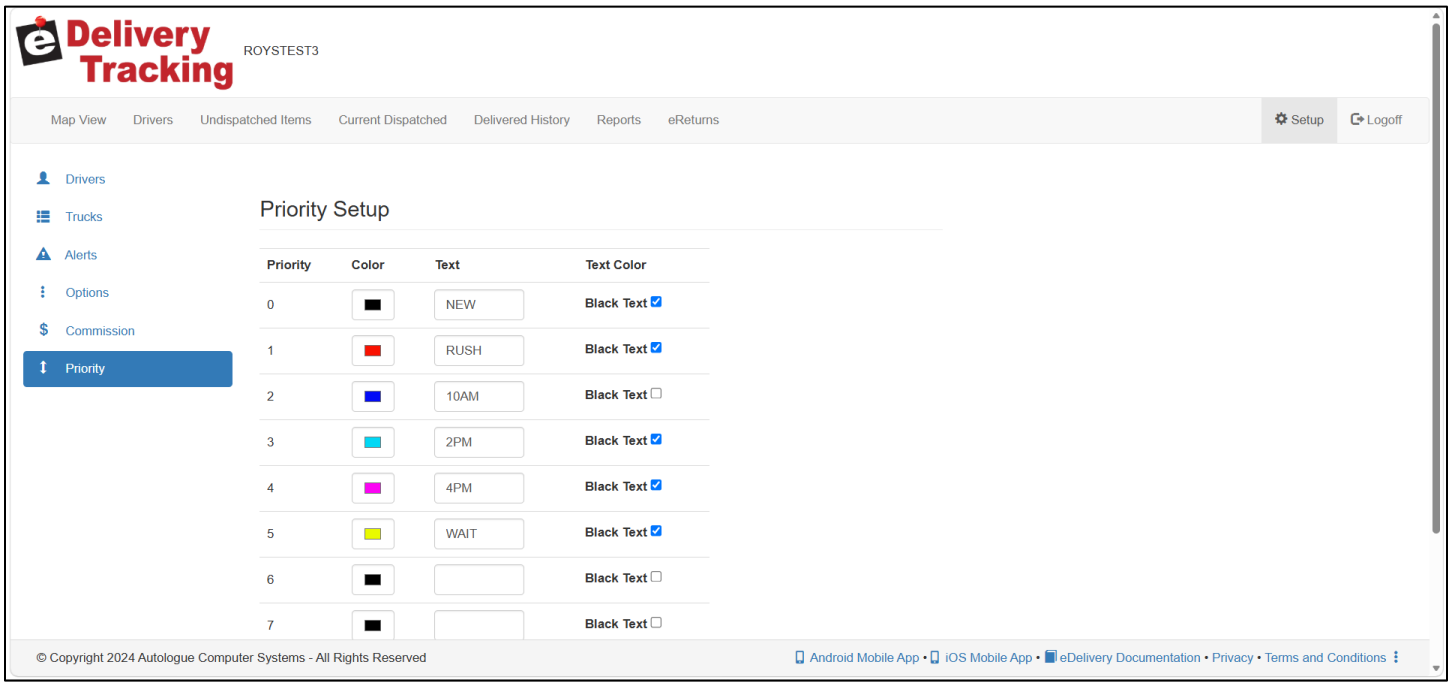
- Click the `Commission` menu to open the *Driver Commission for Customer setup* screen. This screen is used to enter driver commissions payable for each delivery. Only customers with information stored in ePaperlessOffice will appear on this screen.



- **Show Commission Information in Dispatch Screen** - Select this check box to display commission entries from this screen in the Dispatch screen. Clear the check box to hide commission information.
- **Commission Amount** - 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.

Priority

- Click the `Priority` menu to open the *Priority Setup* screen. This screen is used to setup specific colors and priority label text to specific priority numbers that can be assigned and displayed within the *Undispatched Items* screen.



Besides each priority number (0-9) are the following fields: selection box, Text field and a Black Text checkbox.

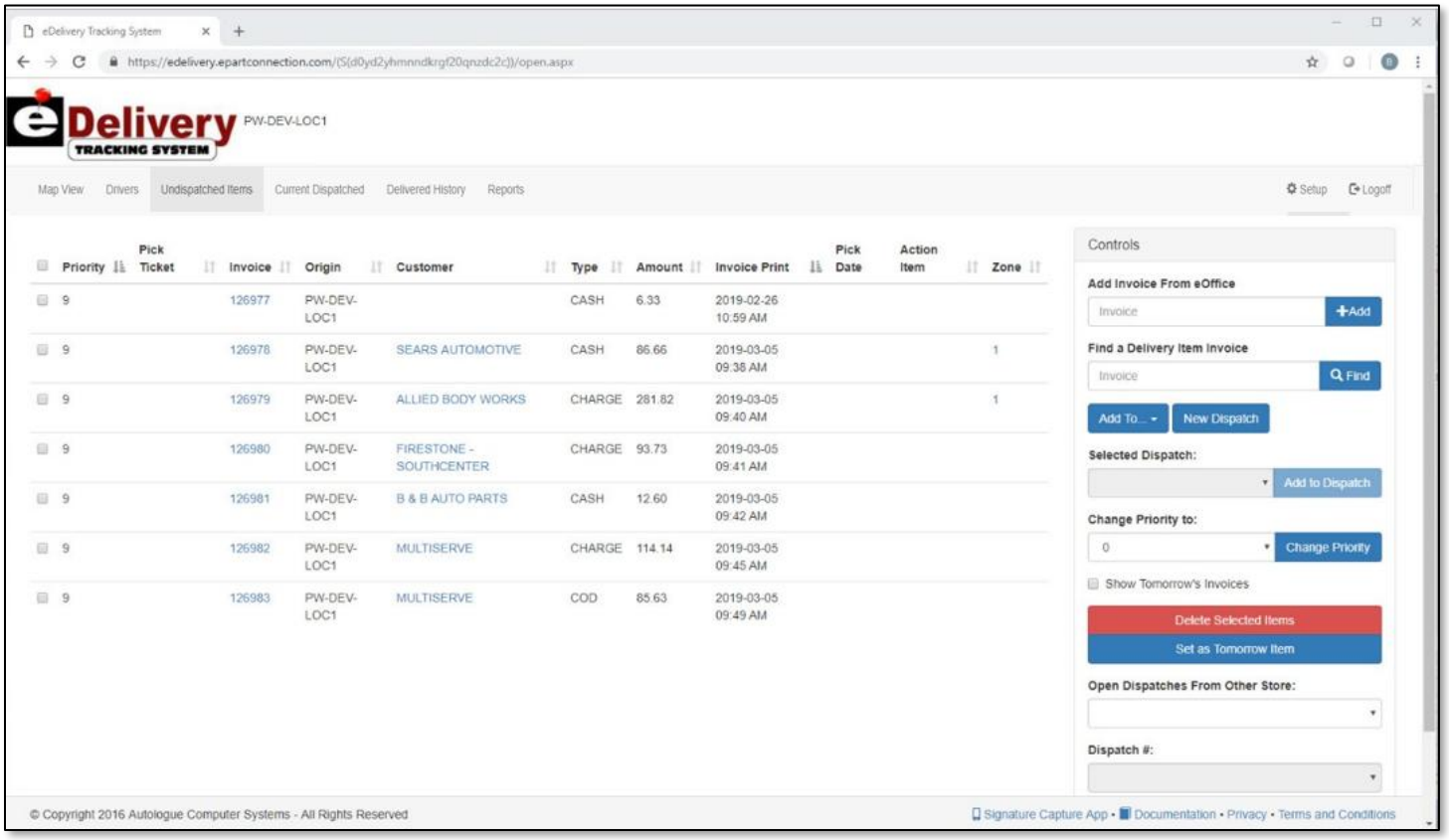
Field Name	Description
Color	Click on the color box and select a specific background label color to assign to the priority number.
Text	Click within the text box and enter up to 5 alphanumeric characters to assign as a label for the specific priority number.
Black Text	Click on the Black Text checkbox to determine whether the label foreground text color will be white (unchecked) or black (checked) for the priority number. When the background color is a dark color, it's best to have the foreground text white. When the background color is a light color, it's best to have the foreground text black.

- Click the `Save` button to save the priority colors and text information.
- Click the `Reset` button to reset all the priority numbers to their default values of black background, blank text and the black text field unchecked.

This adds an extra layer of identifiers to help organize and prioritize deliveries.

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.



Invoice Grid

The invoice grid displays the following columns of information:

• Priority (importance number 0-9, optional color & text tag)	• Pick Ticket (number)
• Invoice (number)	• Origin (store ID)
• Customer (name)	• Type (Invoice Type: Cash/Charge/COD)
• Amount (invoice total)	• Invoice Print (print date and time)
• Pick Date (print date and time)	• Action Item (refer to *Action Items* section)
• Zone (delivery location)	

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.

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.

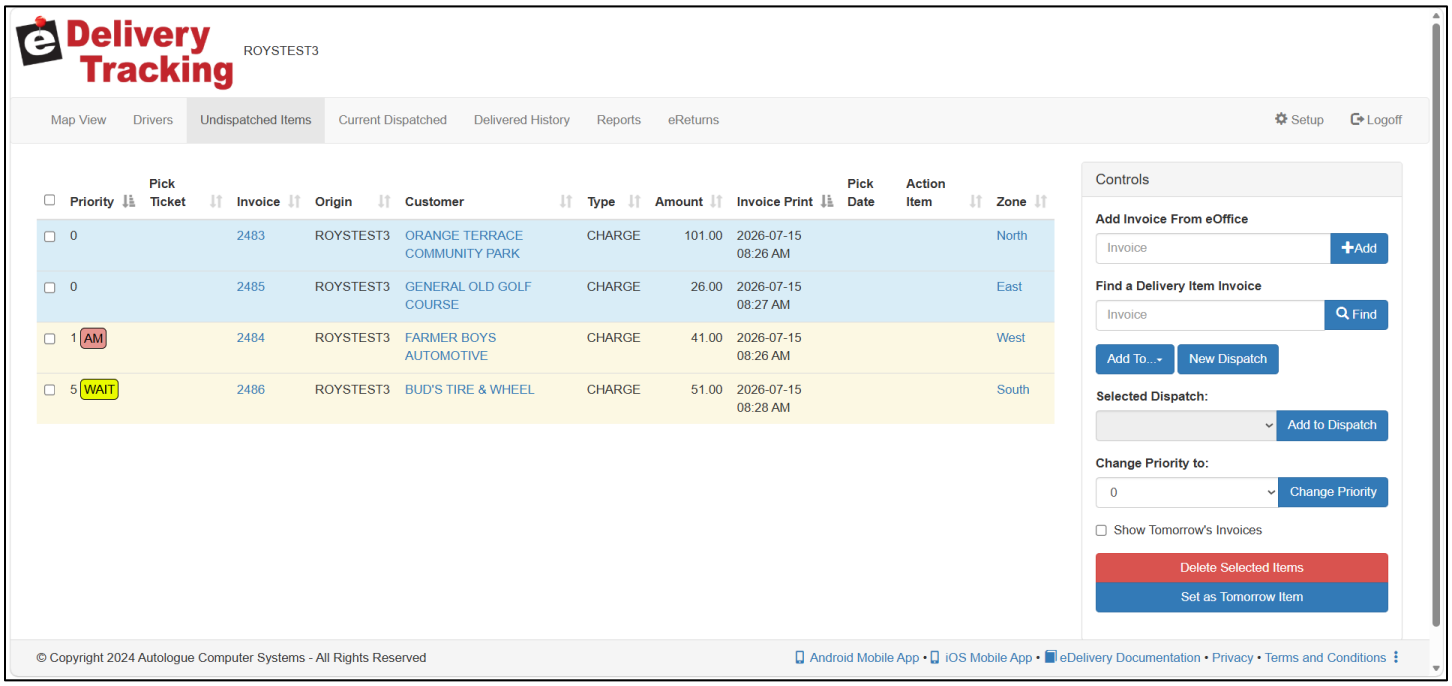
Refer to the *Map View Screen* section for additional information on the map view functionality.

Change Priority

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

- To change the importance, select one, several, or all invoices. Then click the small down arrow (∨) below the `Change Priority to:` field heading under the *Controls* section of the screen.
- Click on a priority number from the drop-down selection list and then click the `Change Priority` button.

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



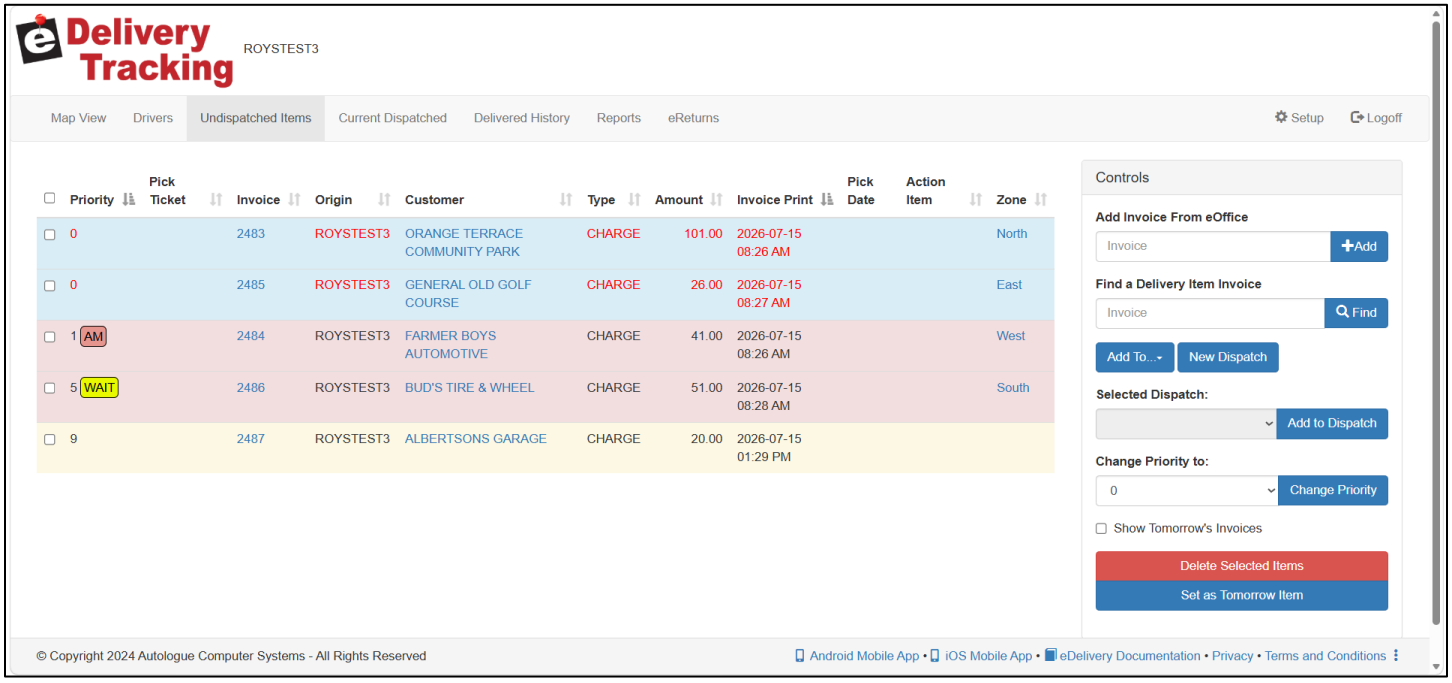
When priority labels are setup, they will be displayed next to the priority number for each invoice listed.

☞ **<u>Note:</u> When a priority label is setup for priority 0, the light blue background will NOT be displayed.**

Alerts

With alert times set up, once a specific alert time has elapsed, the following will occur:

- 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.

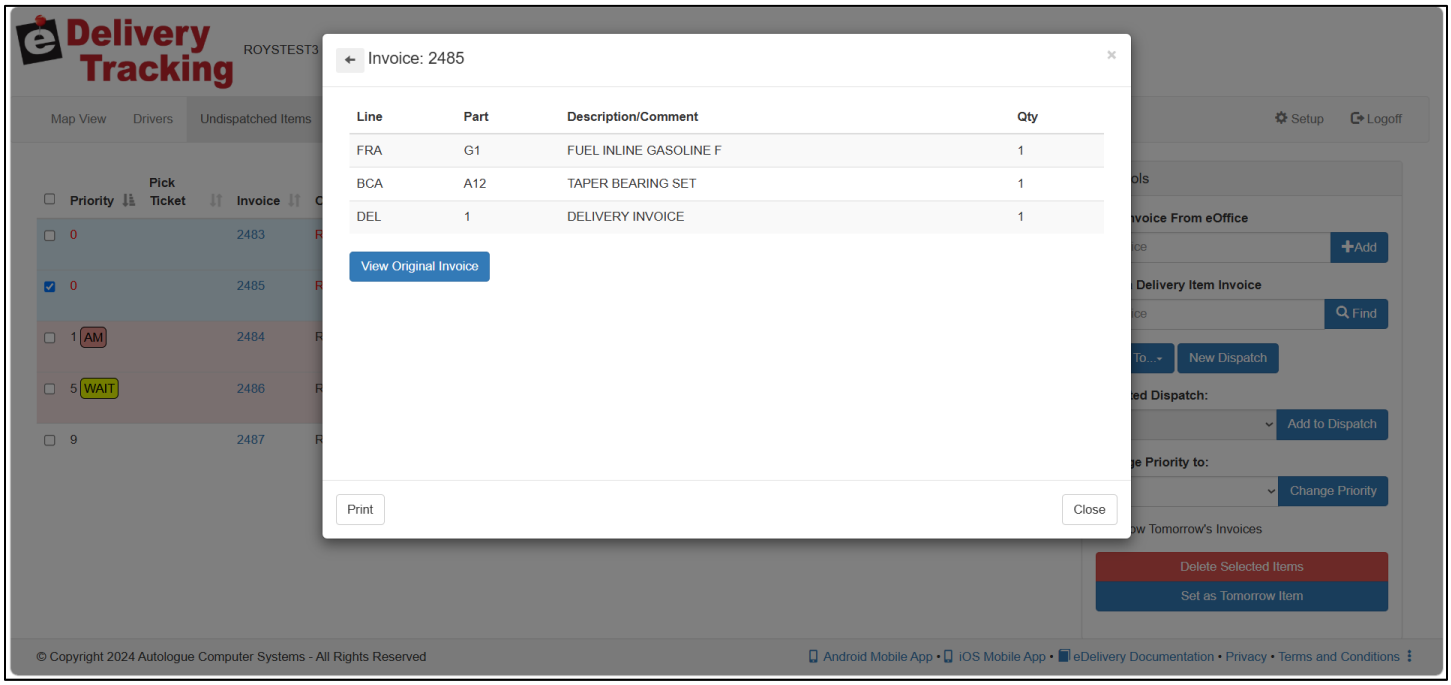


While the background color does not change, the text color will turn from black to red for invoices with a Priority of 0 when the **`Minutes before changing old invoices to red`** alert time expires.

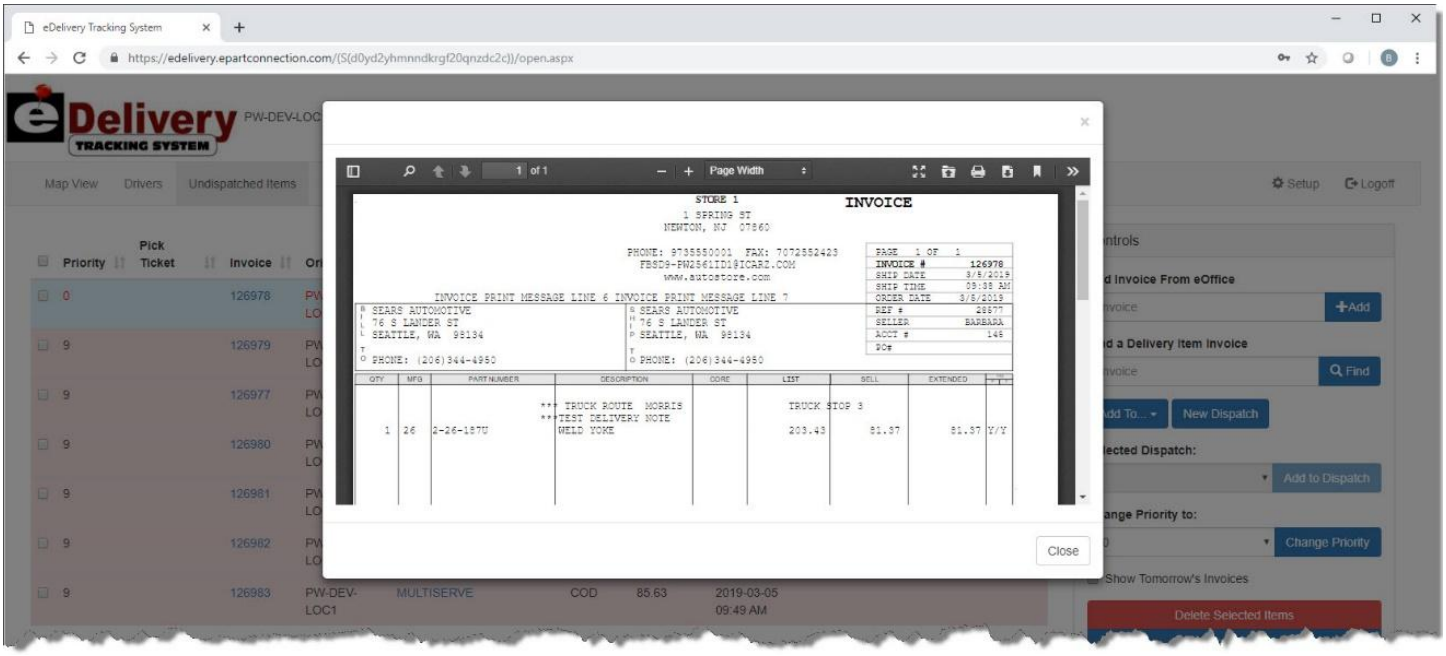
☞ **<u>Note:</u> The alert times are updated on the Setup->Alerts page.**

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.



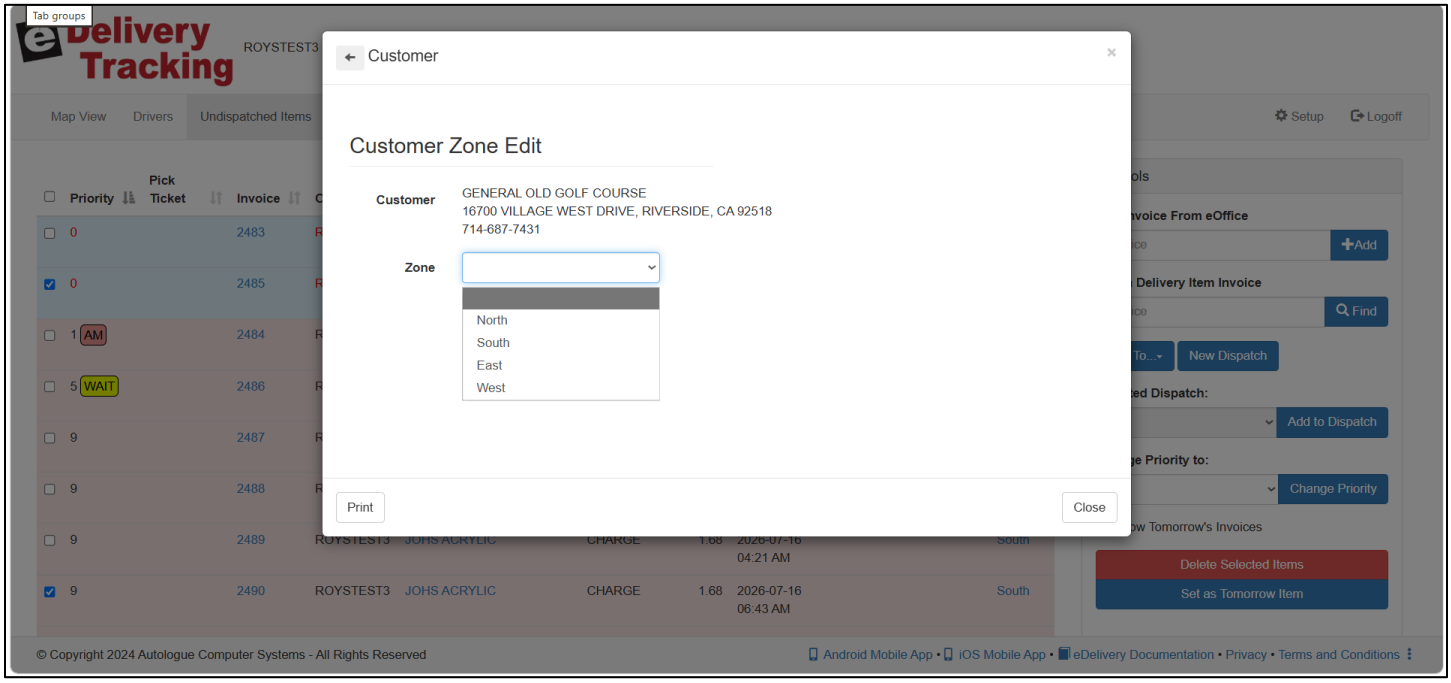
The image can be printed, downloaded, and saved to a file.

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

Assigning A Zone To A Customer

- Click a name in the **`Customer`** column to display a *Customer Zone Edit* window.

- Click the small down arrow (∨) to the right of the **Zone** field and a pop-up selection list of available zones will be displayed:

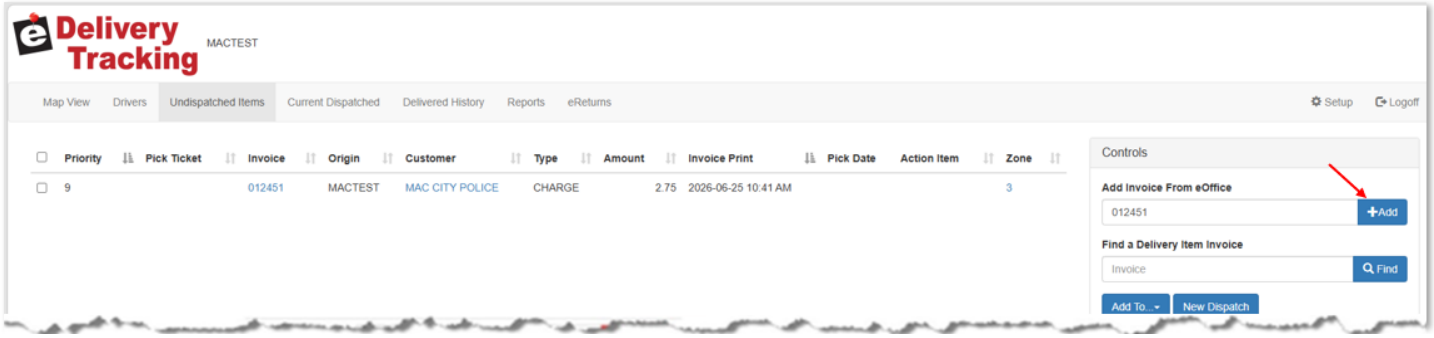


- Click on a zone and click the `Save` button to save and assign the zone for that customer.
- Click the `Close` button to close the window and return to the *Undispatched Items* screen.

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

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.



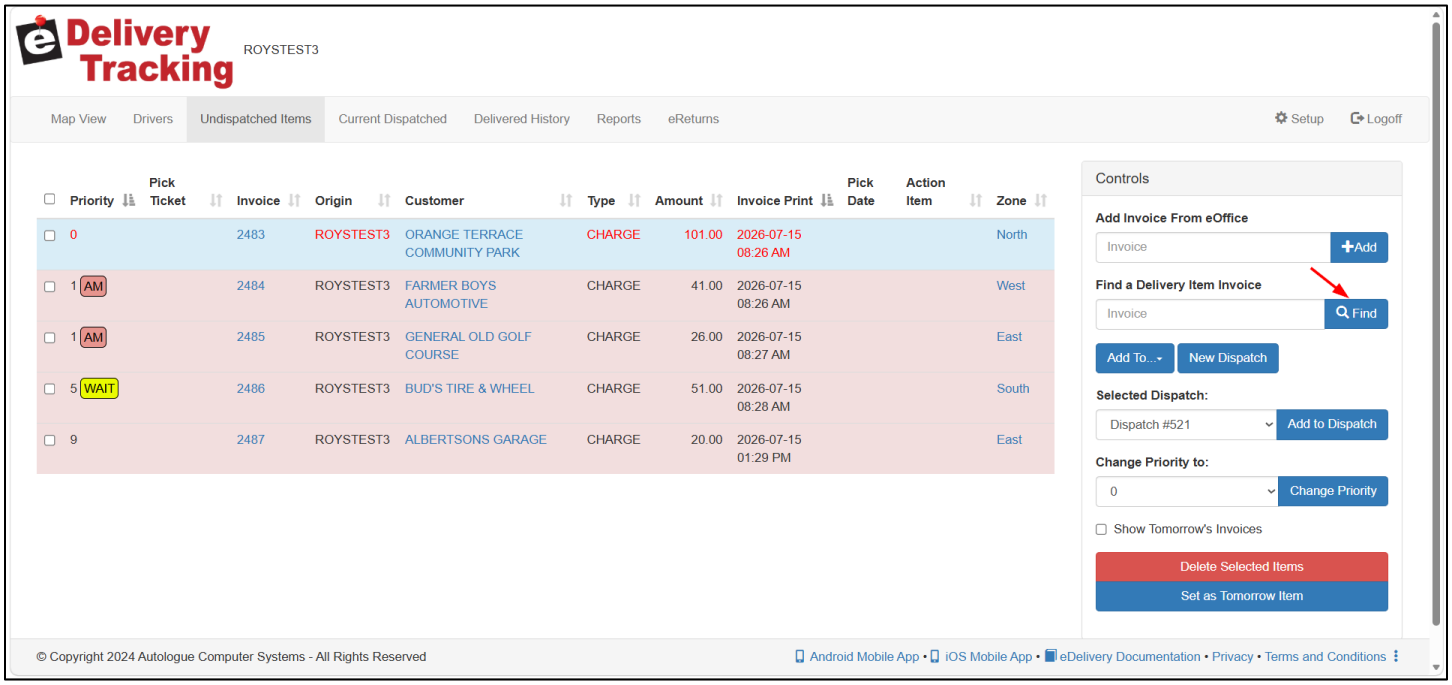
If the invoice number is valid, it will be added to the *Undispatched Items* grid.

If not, the top of the screen will display a red bar that shows ⓘ *Unable to Find Invoice*.

If the invoice has already been added or dispatched, the top of the screen will display a red bar that shows *Invoice already exists on undispatched screen*.

Find a Delivery Item Invoice

- To find what dispatch number a specific invoice/delivery item is on, enter the invoice number within the **`Find a Delivery Item Invoice`** field under the *Controls* section. Then click the `Find` button to the right of the field.



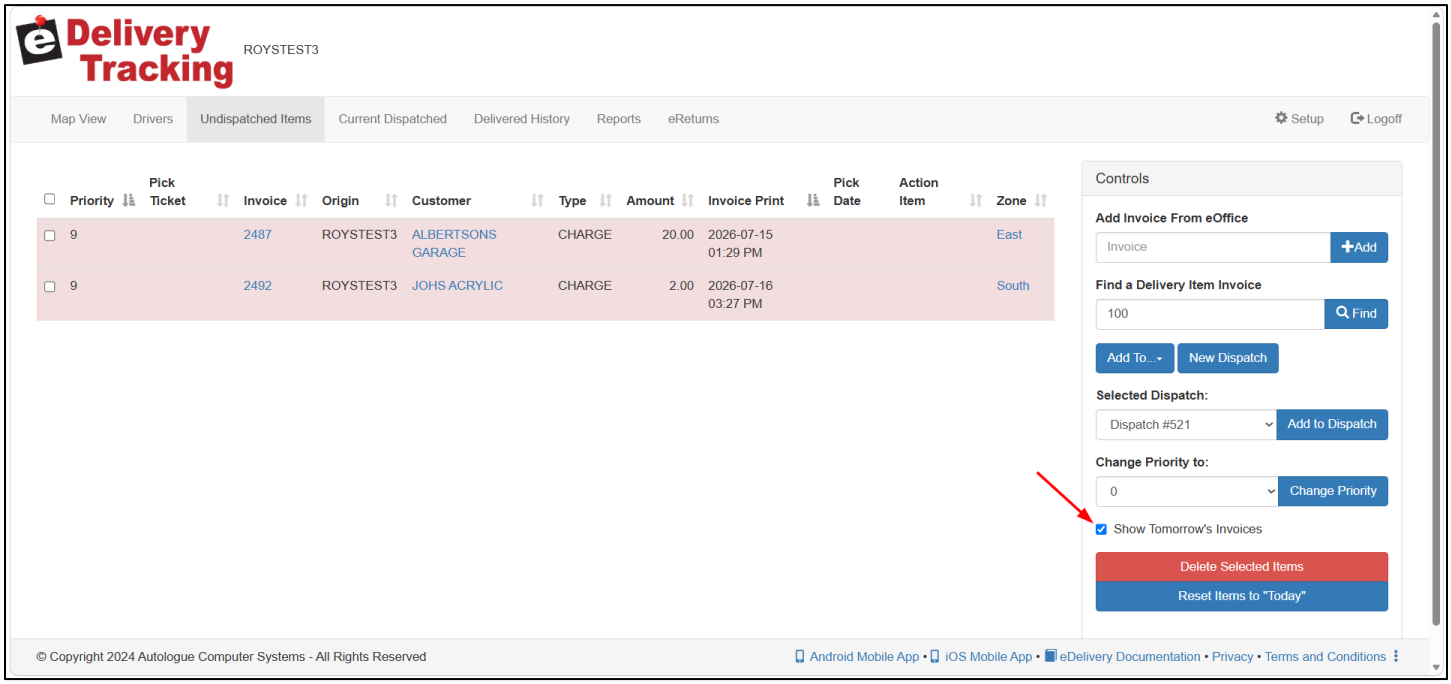
If the invoice is found, the screen will display the open or completed dispatch for the invoice.

Set as Tomorrow Item

- For invoices that will not be delivered today, check the row and click the `Set as Tomorrow Item` 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.

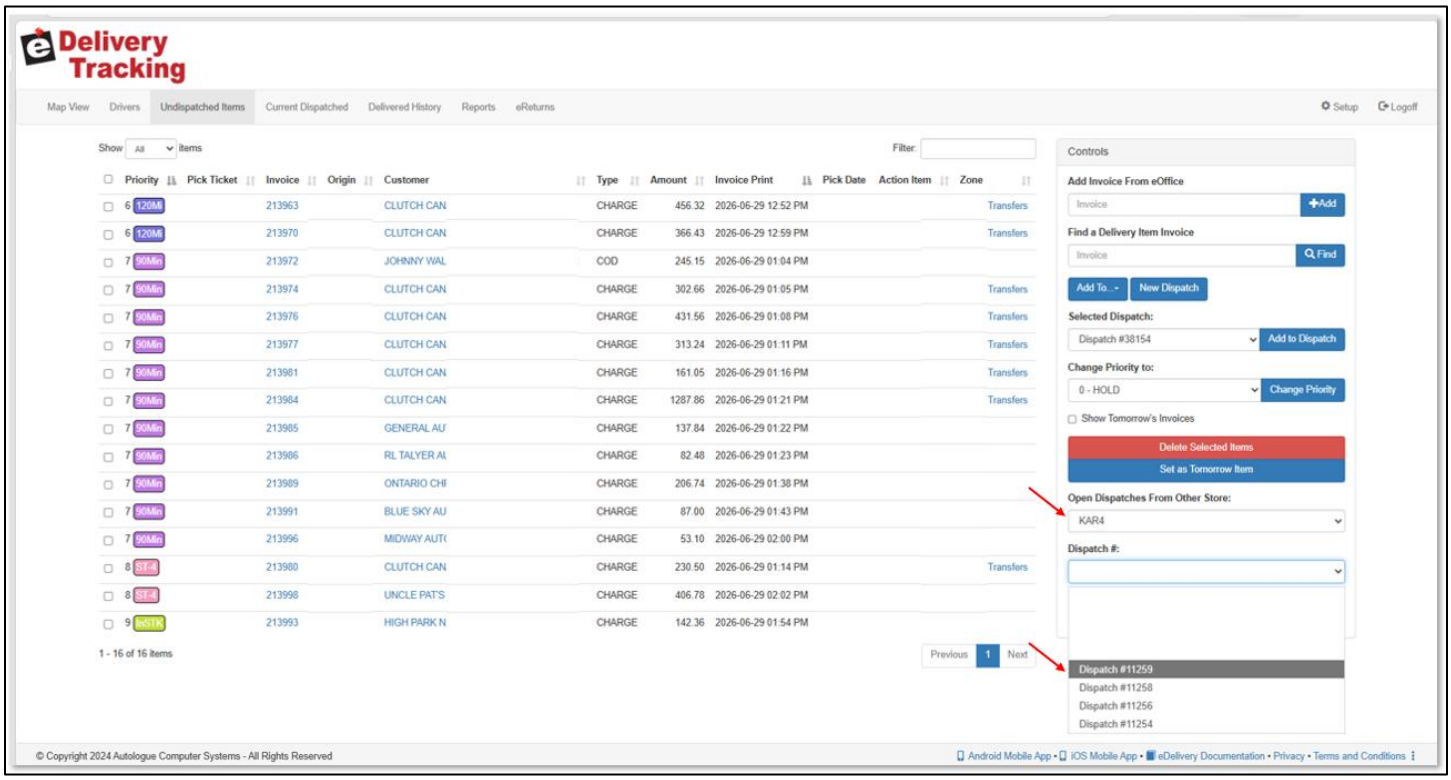


- Move the invoices back to today's list by selecting the rows and clicking the `Reset Items to "Today"` button.

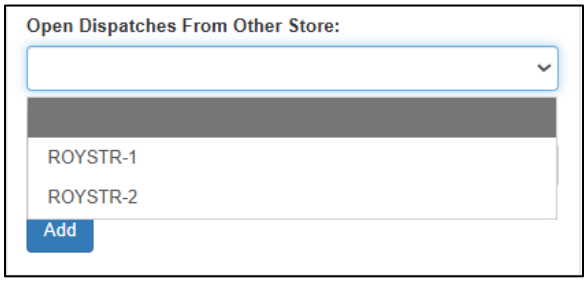
The *Undispatched Items* screen will continue to display only the invoices marked as *Tomorrow Items* until the **Show Tomorrow's Invoices** field is unchecked and then it will redisplay today's invoices.

Open Dispatches from Other Store

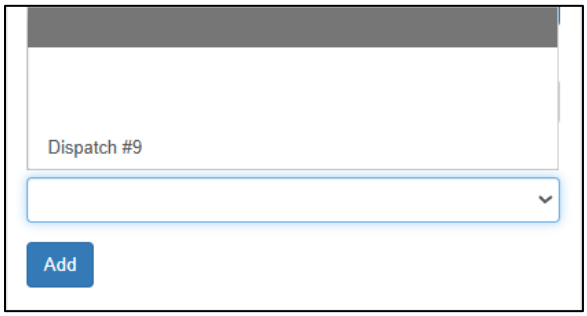
When an eDelivery chain ID has been set up for multiple stores, an **`Open Dispatches From Other Store:`** field displays under the *Controls* section.



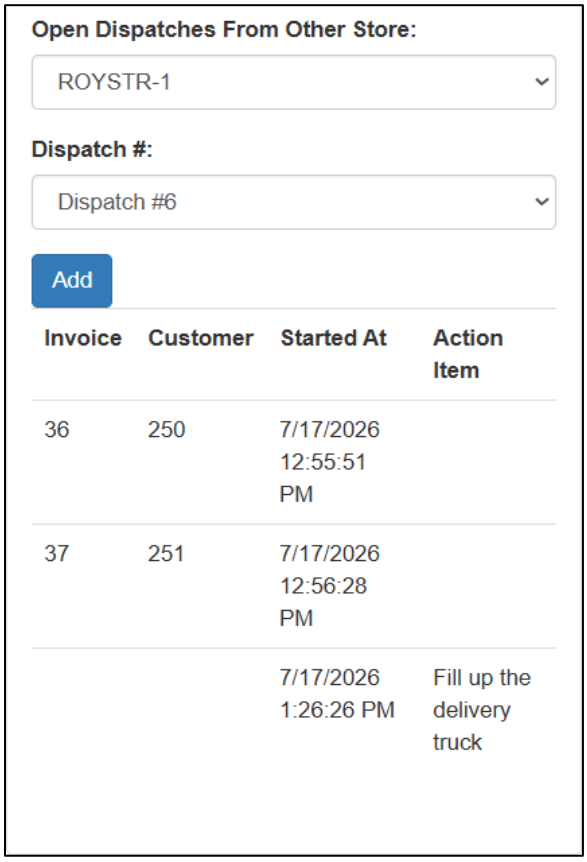
- Click the down arrow to the right of the **`Open Dispatches from Other Store:`** field, select the store ID from the drop-down.



- Click the down arrow to the right of the **`Dispatch #`** field, select an open dispatch number from the drop-down.

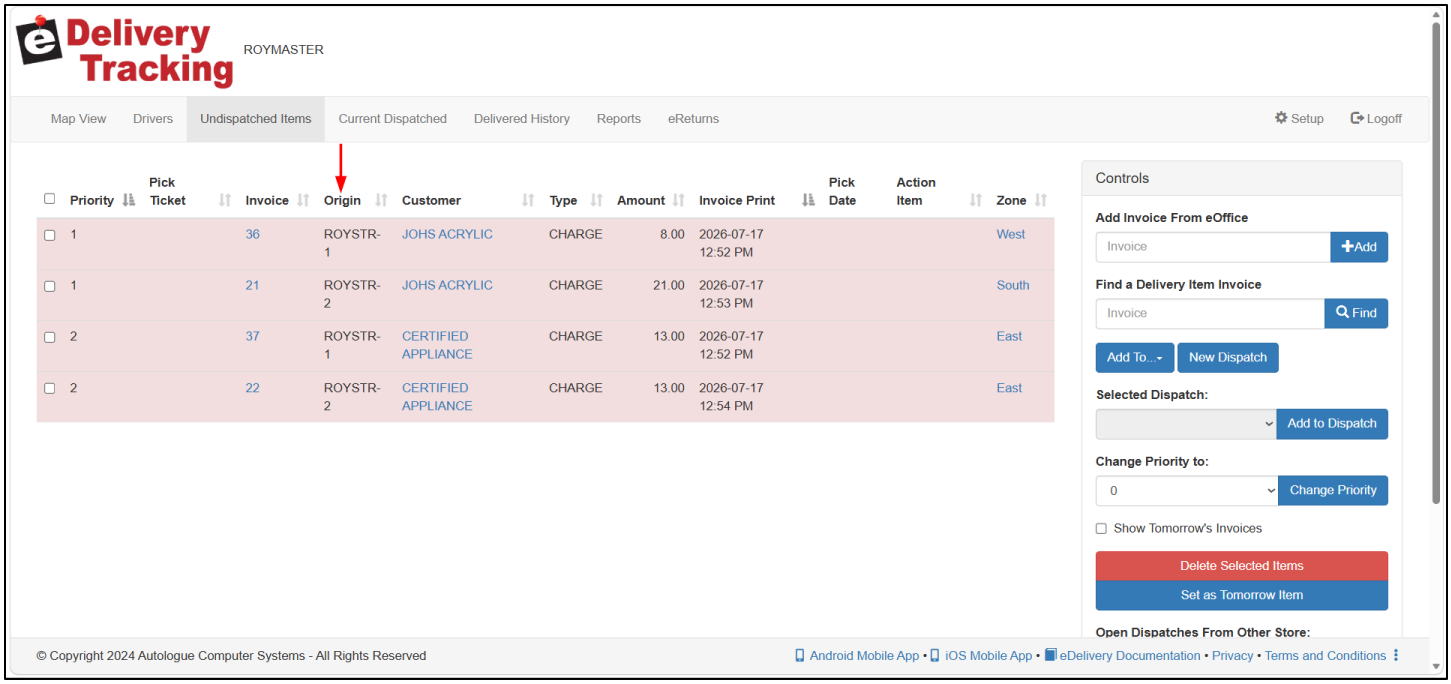


Below the dispatch number selected, the screen will show the **`Invoice`**, **`Customer`** (number), **`Started At`**, and **`Action Item`** columns of information.



- 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.



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.

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.**

Add To Driver Route

- To add items to an open dispatch for a driver route, select the items and click the small down arrow (∨) to the right of the **Add To**... field in the *Controls* section and select the route from the drop-down selection list of routes.

When a dispatch is open for that route, the items will be added to it and the *Open Dispatch # - Route Name* screen opens with the selected invoices displayed.

If a dispatch is not open for that route, the *New Dispatch* screen opens with the selected invoices displayed.

Add To Existing Dispatch

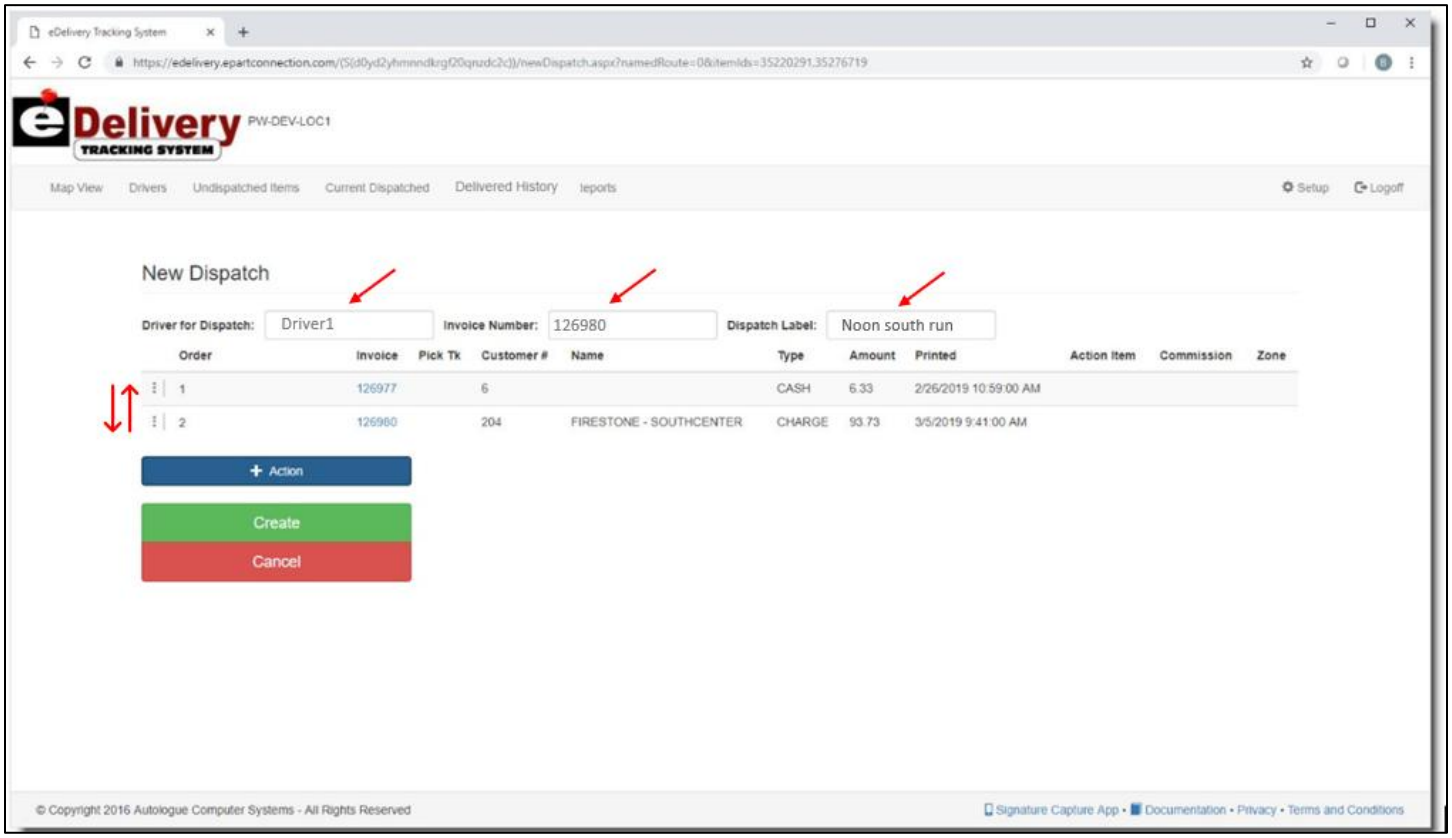
- To add items to an existing dispatch, select the items and click the small down arrow (∨) to the right of the **`Selected Dispatch:`** field under the *Controls* section, select the dispatch number and click the `Add to Dispatch` button.

The *Open Dispatch #* screen will open with those items added to the dispatch.

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.



Field	Description
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.

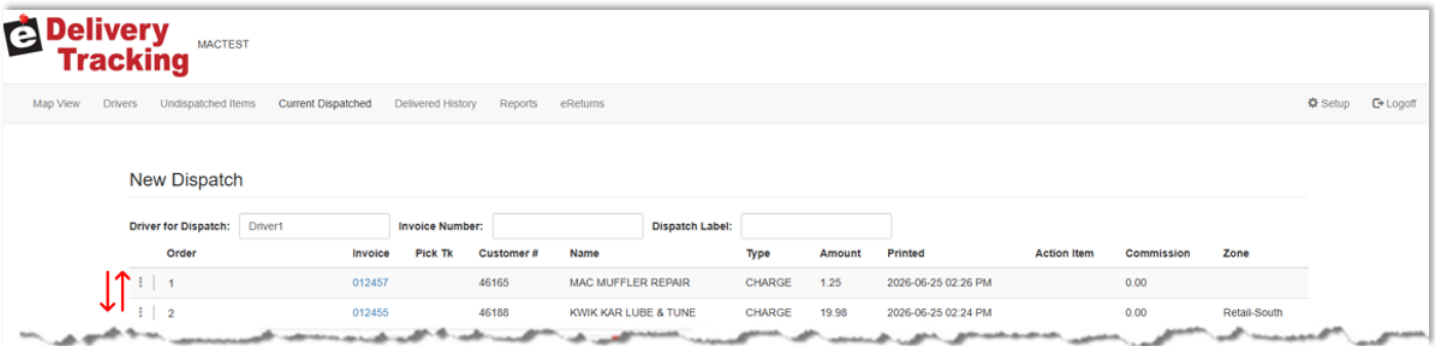
The screen displays the following grid columns:

- **`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)

Change the Order Sequence for Invoices

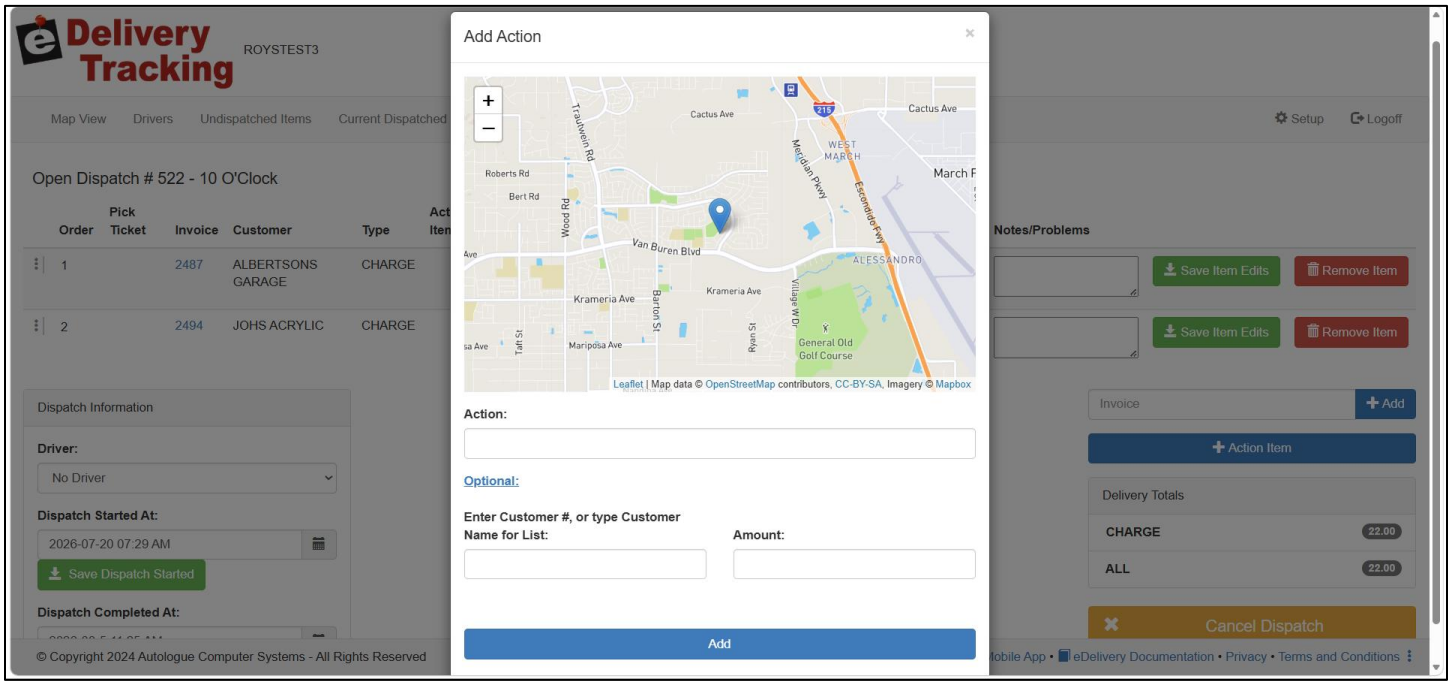
Each invoice defaults to an order sequence number for delivery (in the **`Order`** column).

- To change the order, click the small dots displayed to the left of each order number and drag and drop the items in the order they will be delivered.



Action Items

- Click the ✚Action Item 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.

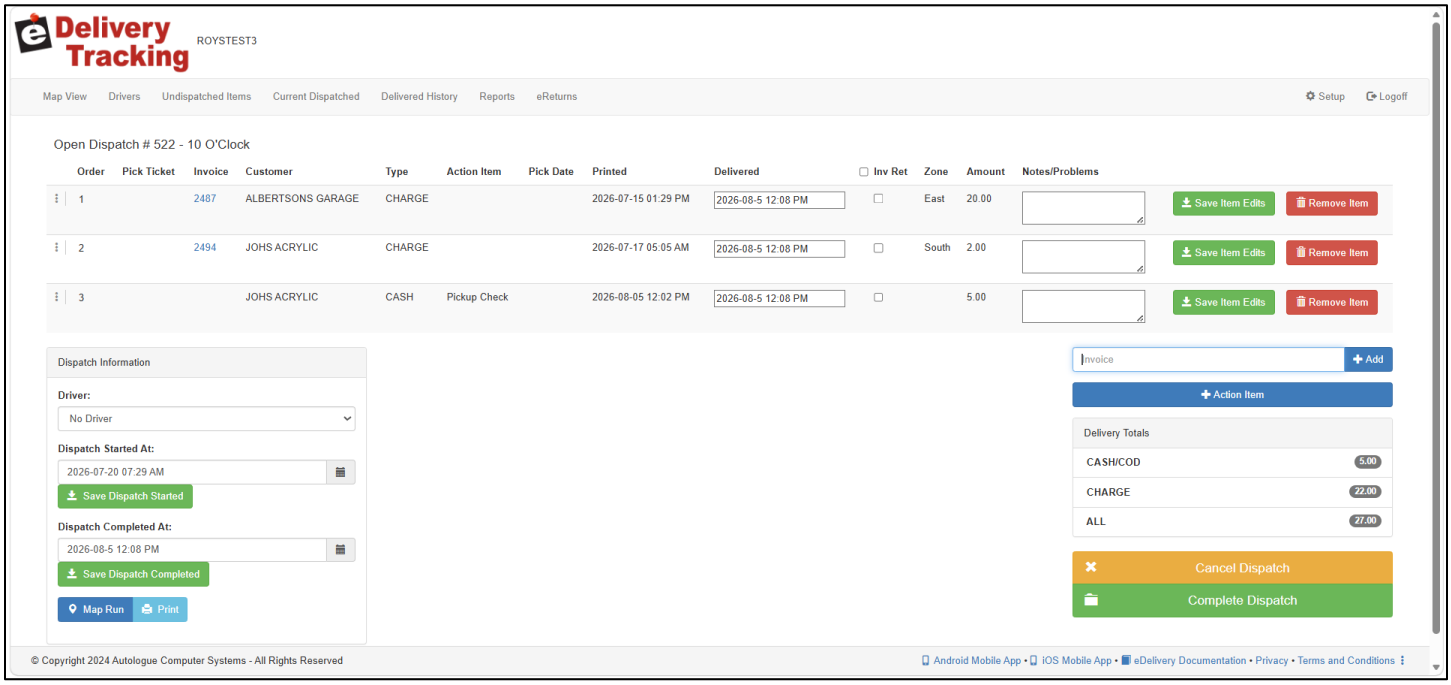
Field	Description
Action:	Enter the action that the driver will perform (i.e., pick up a check, lunch, etc.).
Enter Customer #, or type Customer Name for List:	Optionally enter the customer number or customer name for list in which the action is to be performed.
Amount:	Optionally enter an amount, without 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.

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 action items.



The screen displays the following grid columns:

- **Order** (delivery order)
- **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 Ret** 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 the *Delivered History* section for details.

- Click an invoice number to display the items on the invoice.
- Add an invoice from eOffice by entering an invoice number within the **Invoice** field and clicking the ✚Add button.
- Click the ✚Action Item button to add an action item to the dispatch.

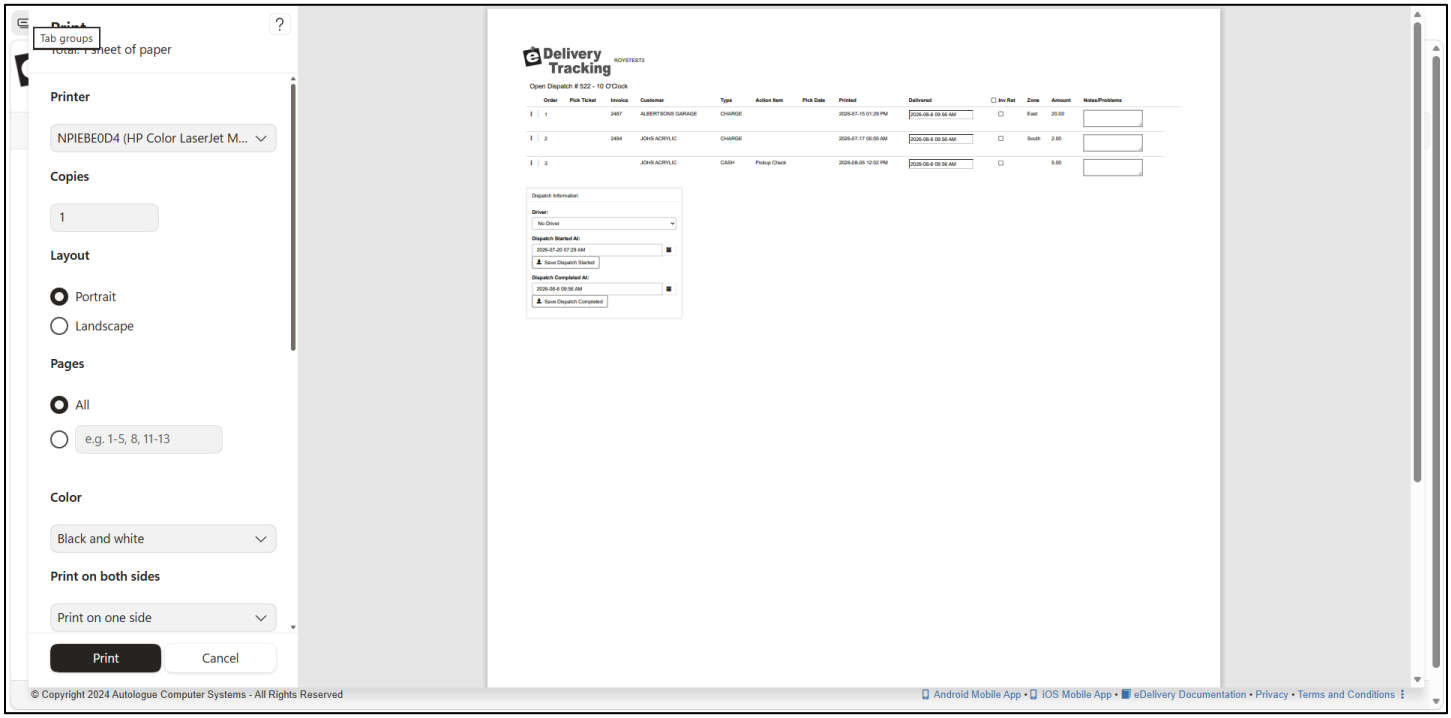
Unassign Items

- 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.

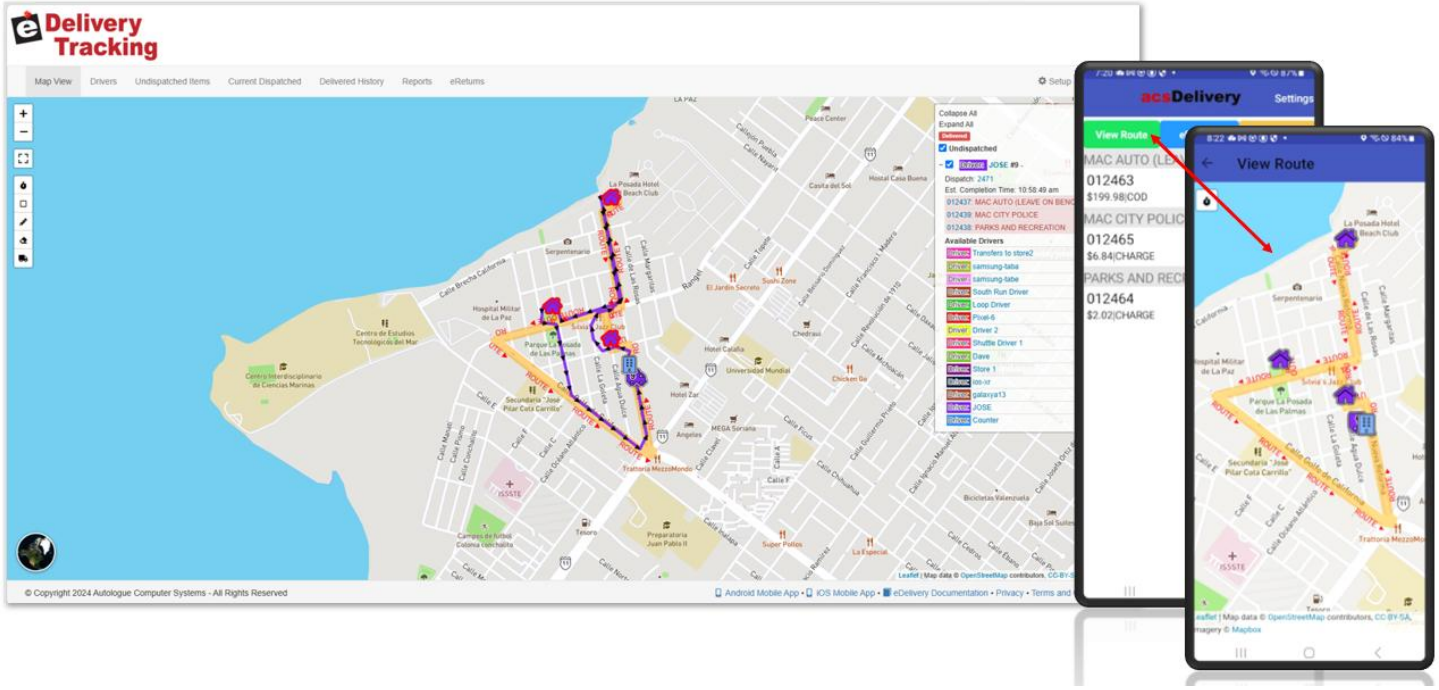
Dispatch Information

The *Dispatch Information* section of the screen allows:

Field	Description
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 button to close the preview without printing.



Map Run	When a driver uses the *acsDelivery* 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 when clicking on the `Map Run` button.
View Route	Tap the View Route button on the *acsDelivery* mobile device to display the optimized route.



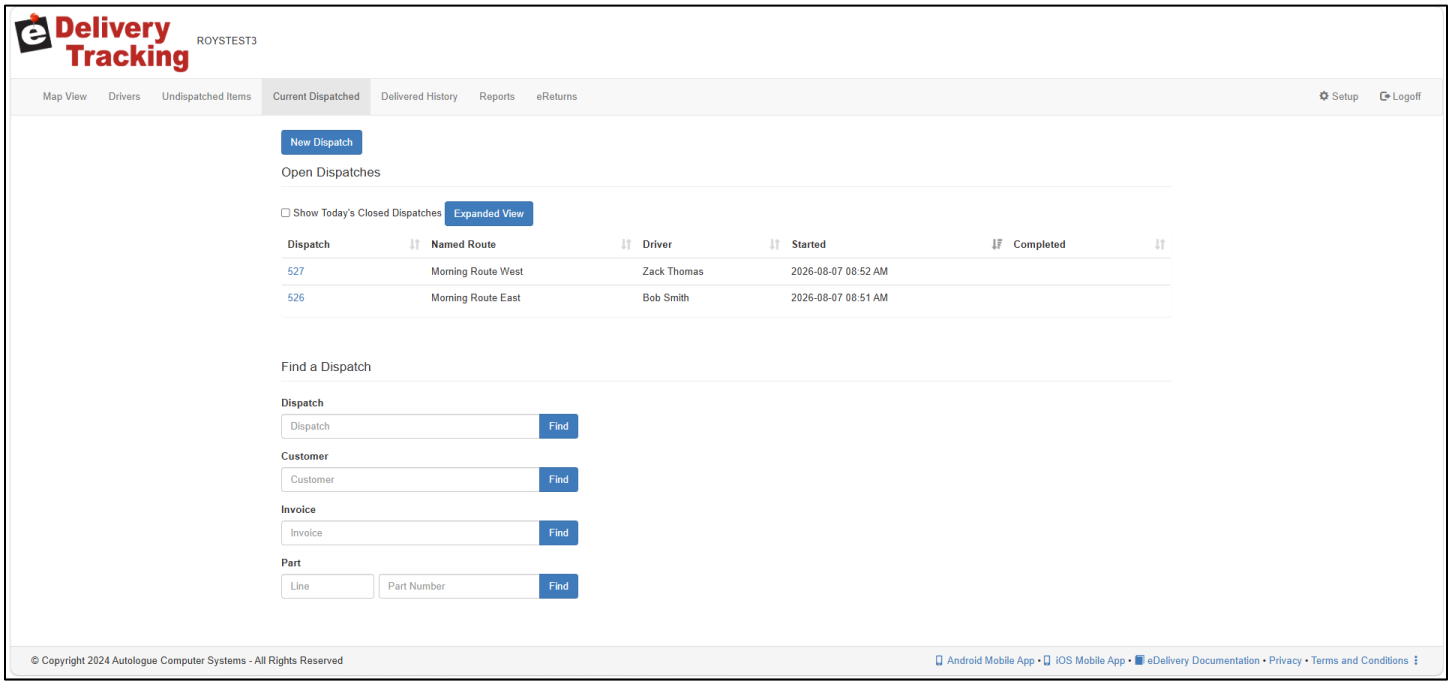
When a closed dispatch is viewed, the dispatcher can see the actual path taken by clicking the `Map View` tab. Refer to the *Map View Screen* section for additional information on the Map View functionality.

Closing a Dispatch

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

Current Dispatched Screen

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

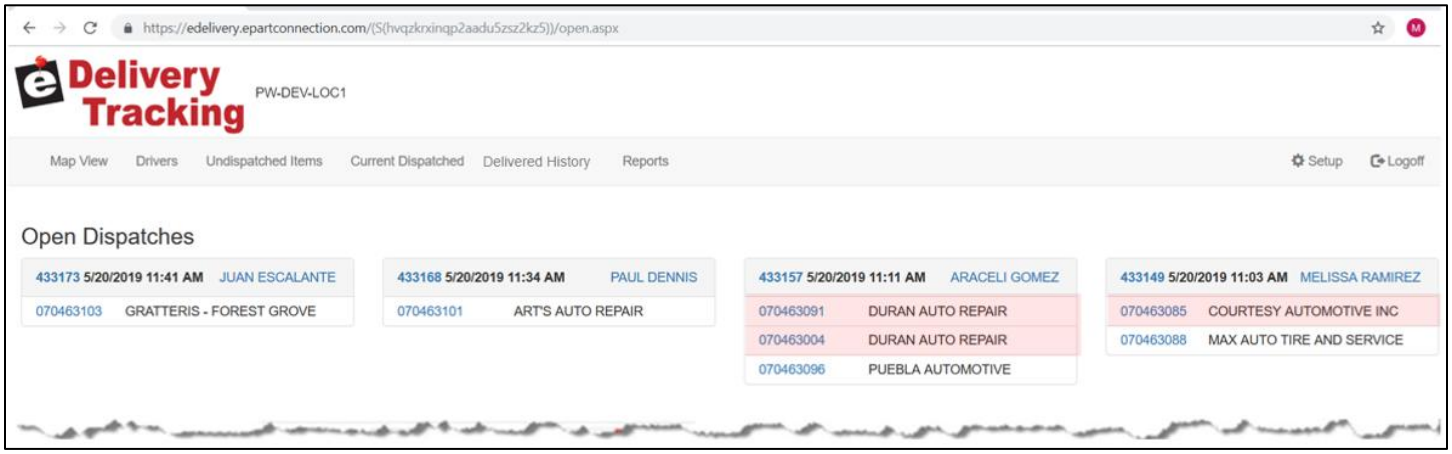


If there are no open dispatches, the screen displays a *No Dispatches* message.

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 column 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)

☞ **Note: Invoices already delivered have a background color shaded in red.**

The *Find a Dispatch* section of the screen is used to find a specific dispatch, customer, invoice or part:

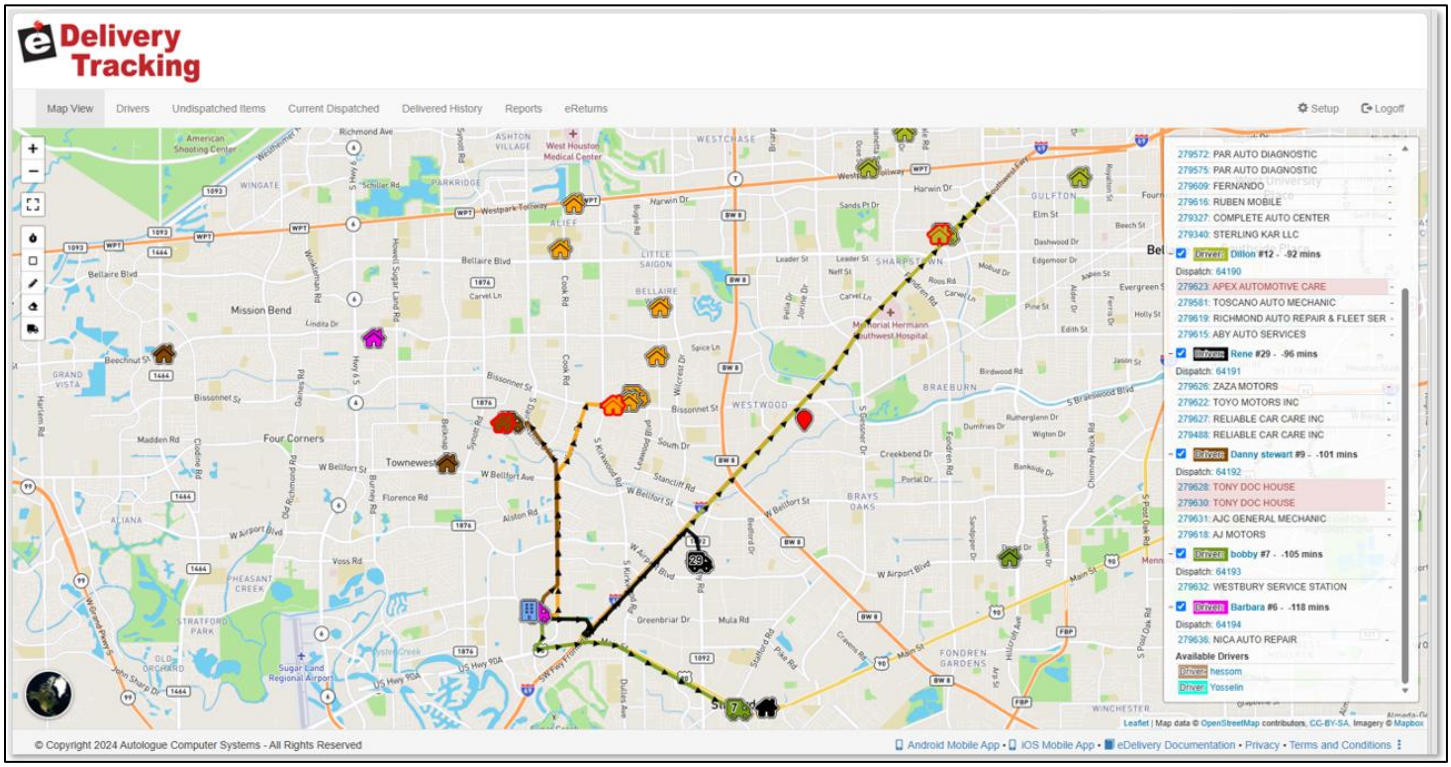
- **`Dispatch`** – Enter in a specific dispatch number and click the `Find` button and, if found, all information for that dispatch will display.
- **`Customer`** – Enter a specific customer number and click the `Find` button and, if found, all the dispatches for the entered customer number will display.
- **`Invoice`** – Enter a specific invoice number and click on the `Find` button and, if found, all dispatches containing the invoice 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 within the *Open Dispatch #* screen to view, edit or close.

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.



With GPS and internet capabilities active, the *acsDelivery* 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.

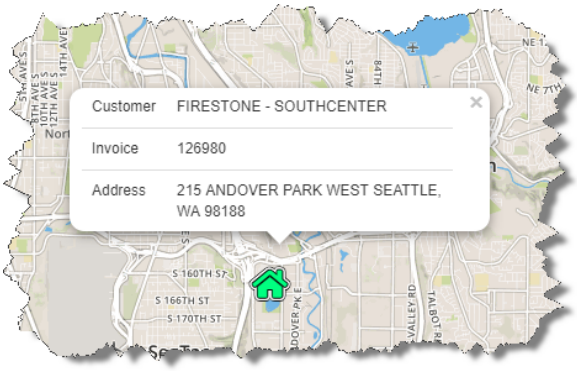
Each delivery driver is represented by a truck icon (), with a unique driver number and color. Delivery invoice locations with valid addresses appear as colored building icons.

Red pin 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.

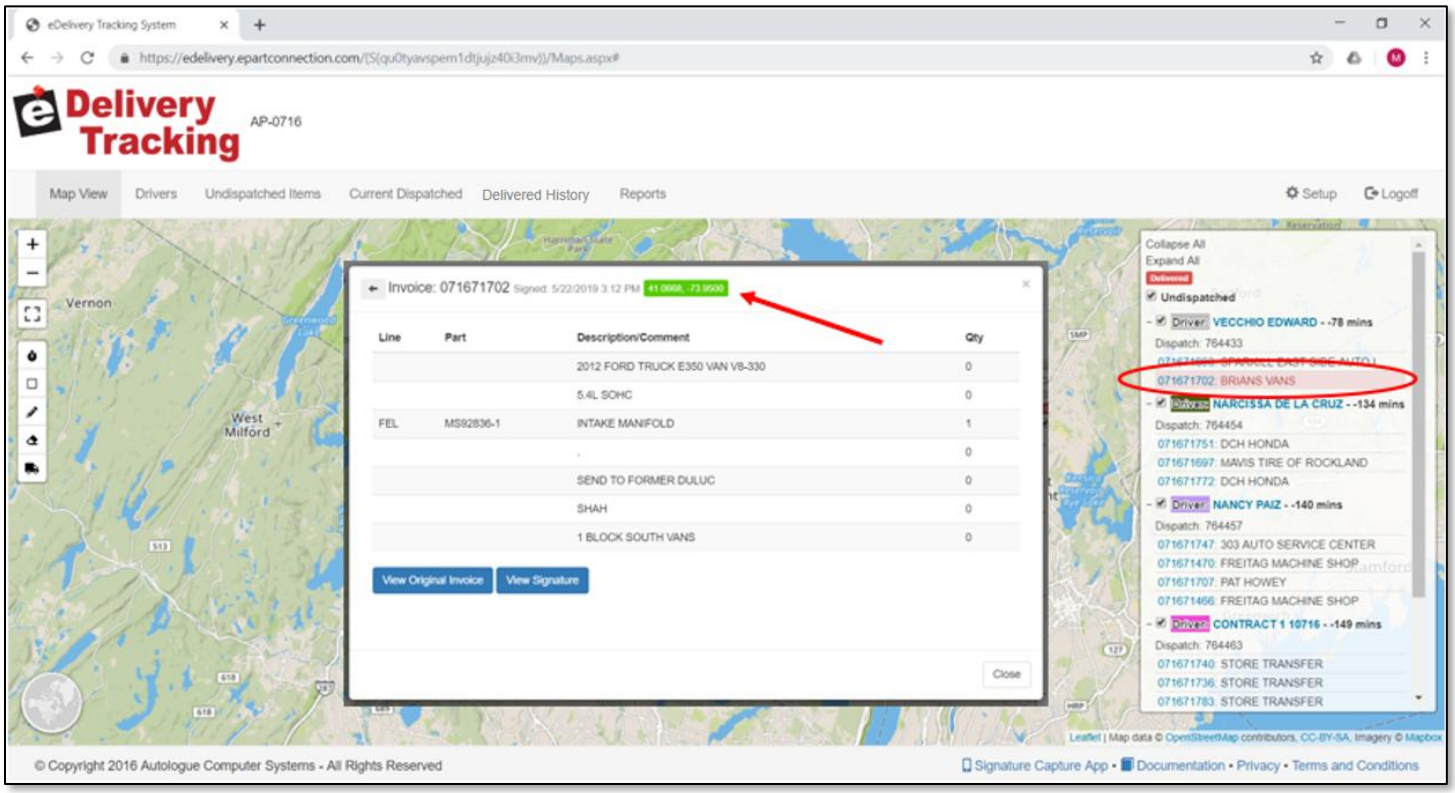
Once an invoice has been delivered, the building icon will be outlined in red, which indicates the delivery has been completed.

- Click a building or delivery truck icon, and a pop-up window will display with more information about the driver or delivery as shown:



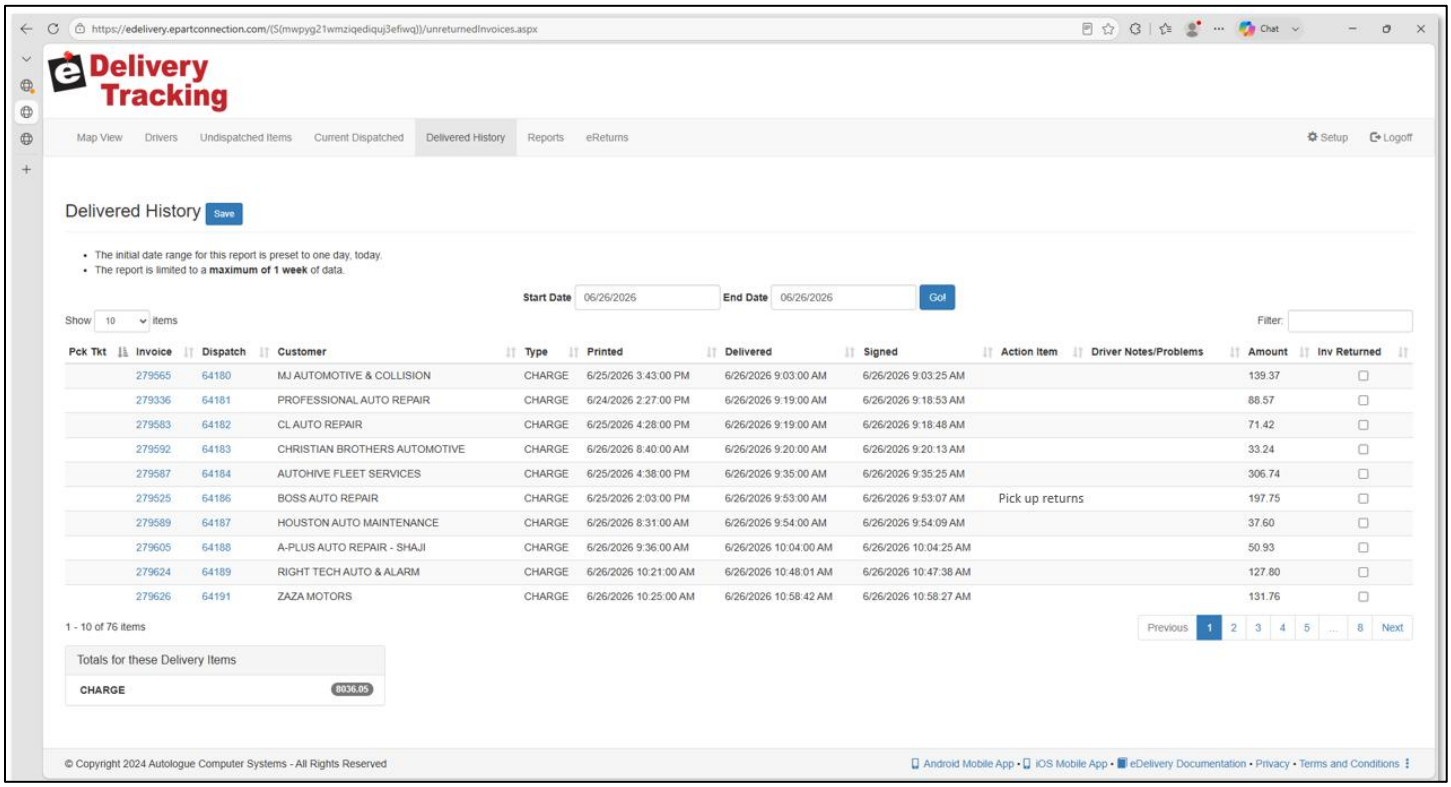
The window in the upper right corner displays each open dispatch, showing the dispatch number, assigned driver, elapsed time, all invoices/action items, and customer names listed by priority. Delivered orders are shaded in red. The list can be collapsed to expand the map view or expanded to review the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



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 `Go!` button to display all unreturned invoices from a specific date range.

☞ **Note: The report is limited to a maximum of 1 week of data.**

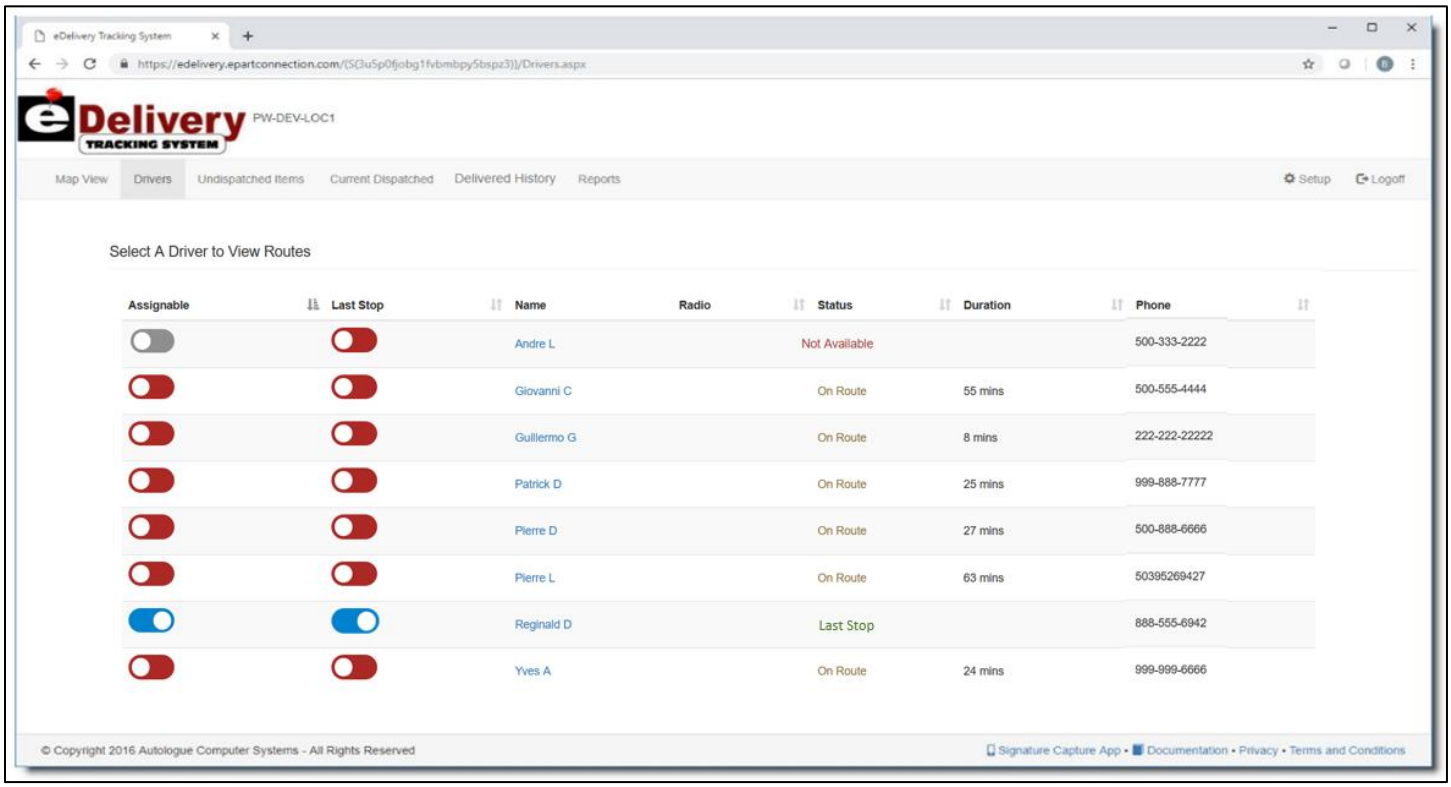
The following fields display in the grid:

- **`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)
- **`Signed`** (date and time)
- **`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 and then click the `Save` button to save the changes.

Drivers Screen

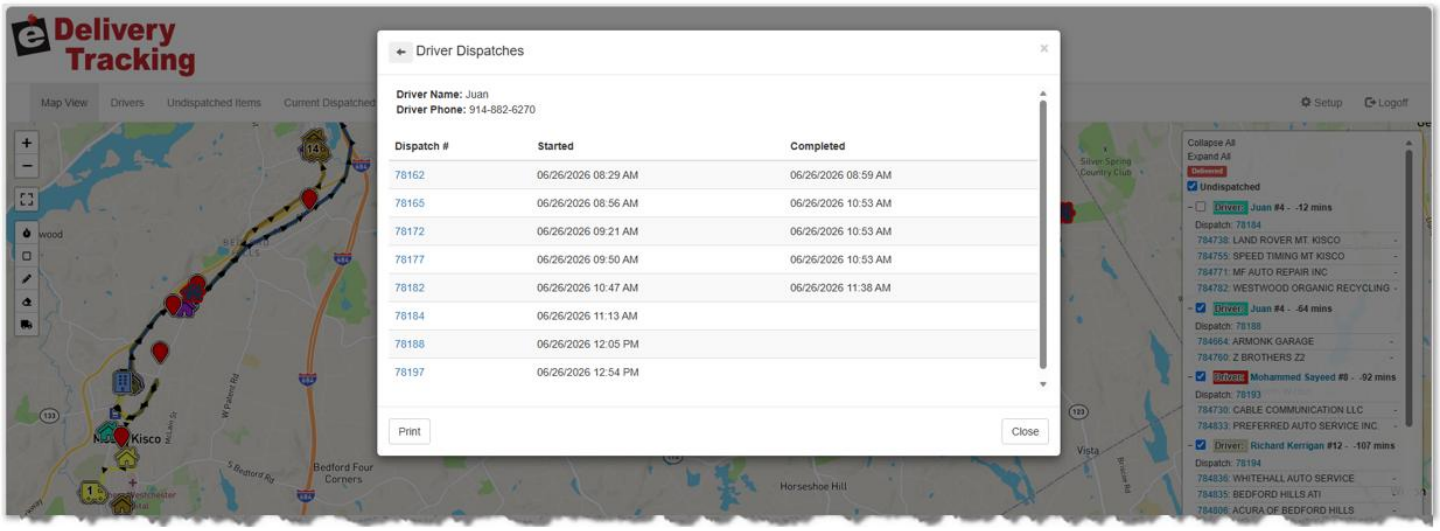
- Click the `Drivers` tab and the *Select A Driver to View Routes* screen will open, showing each driver, their status (whether they are currently *On Route*, *Available*, or *Not Available*), duration of their current dispatch, and their phone number.



Status	Description
On Route	If a driver is currently assigned to an open dispatch, the **`Assignable`** slider button will be enabled (blue), and the **`Status`** field will display *On Route*.
Available	If a driver is currently **`Assignable`**, but NOT currently assigned to an open dispatch, the **`Status`** field will display *Available*.
Not Available	If the driver is currently unavailable, change the **`Assignable`** slider button to disabled (gray) and the **`Status`** field will display *Not Available*.

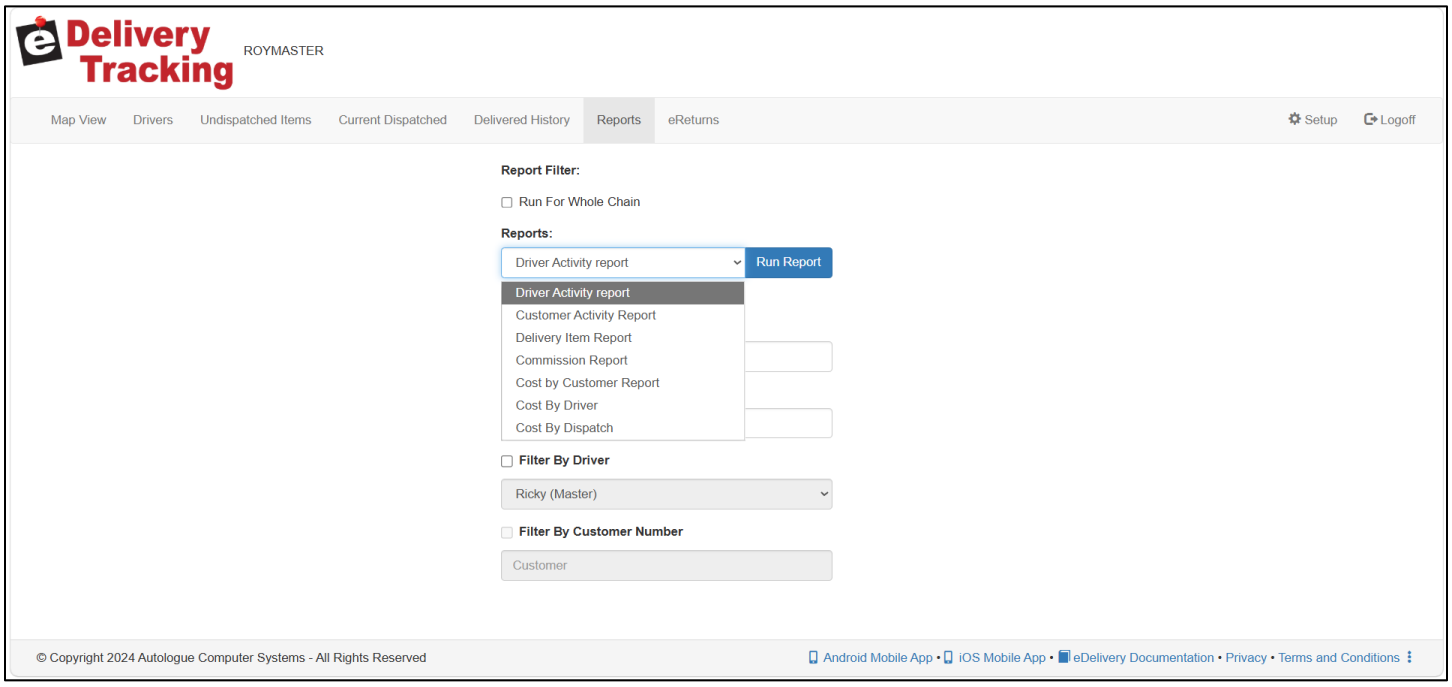
The driver's name is a link that displays a pop-up window containing information about the driver's dispatches.

- 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.



Reports Screen

- To print dispatch reports, click the `Reports` tab, 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.

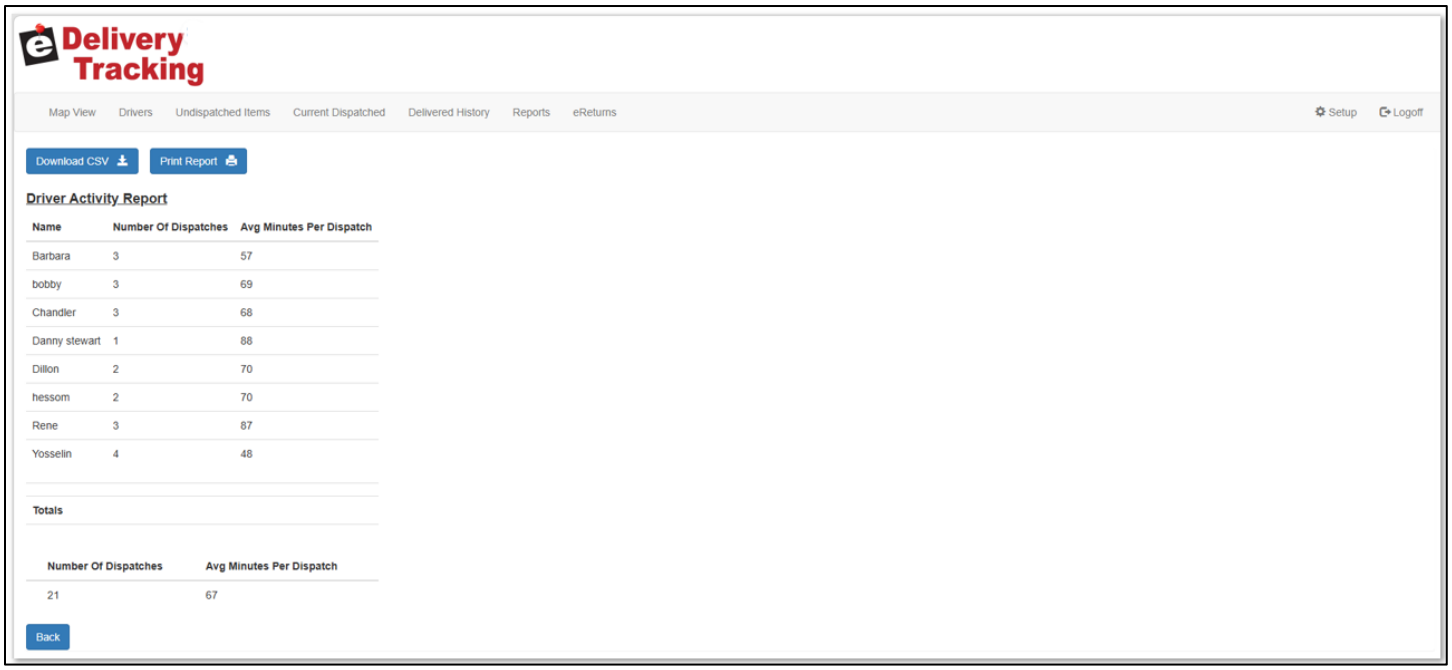
Report Filter	Description
Run For Whole Chain	Check the field to include all stores in the report output, or leave unchecked to output only the current store. Note: this field is only visible for multi-store chains.
Reports:	The field defaults to *Driver Activity Report*. Click the down arrow to the 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.

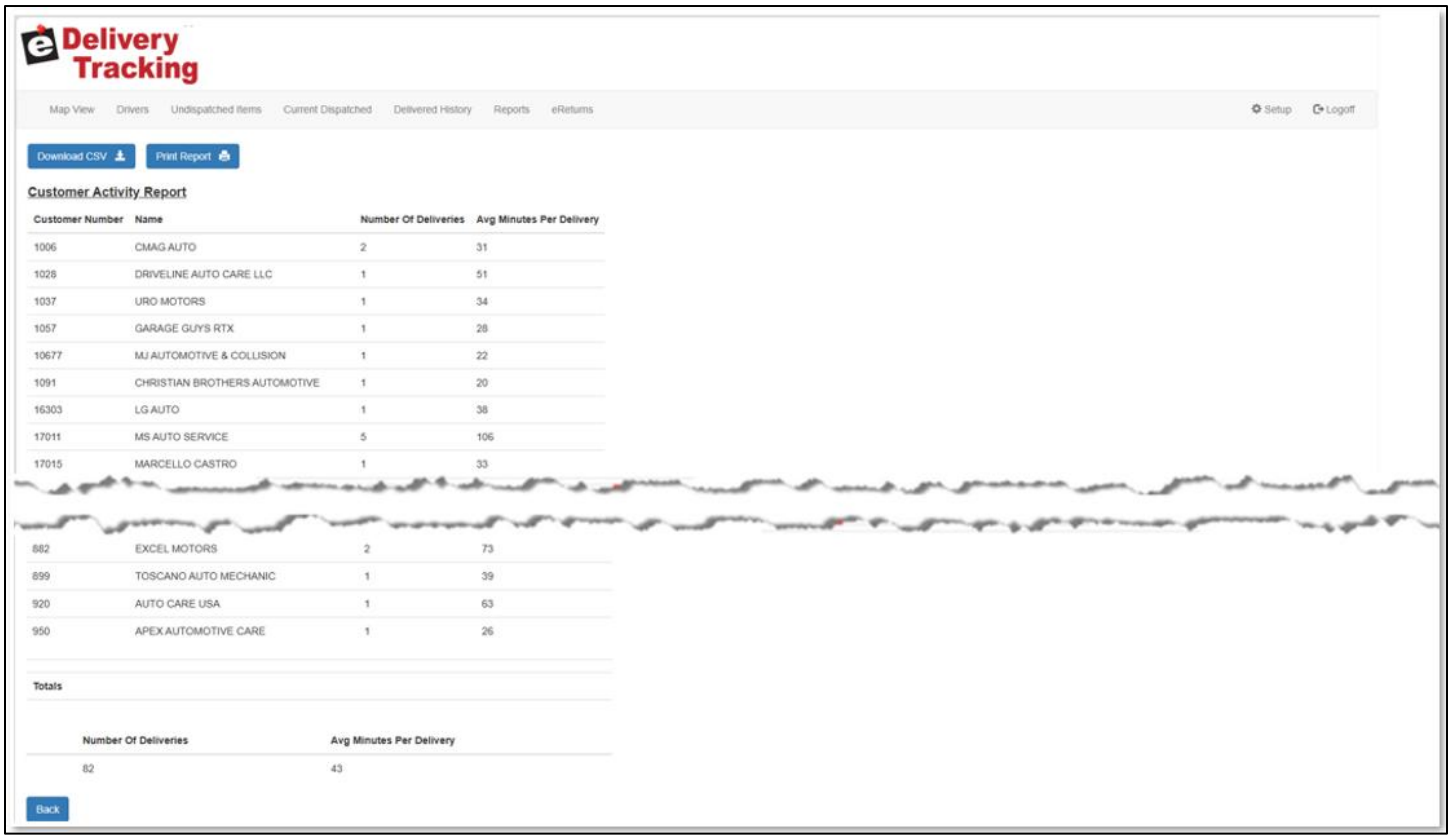
Driver Activity Report

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.



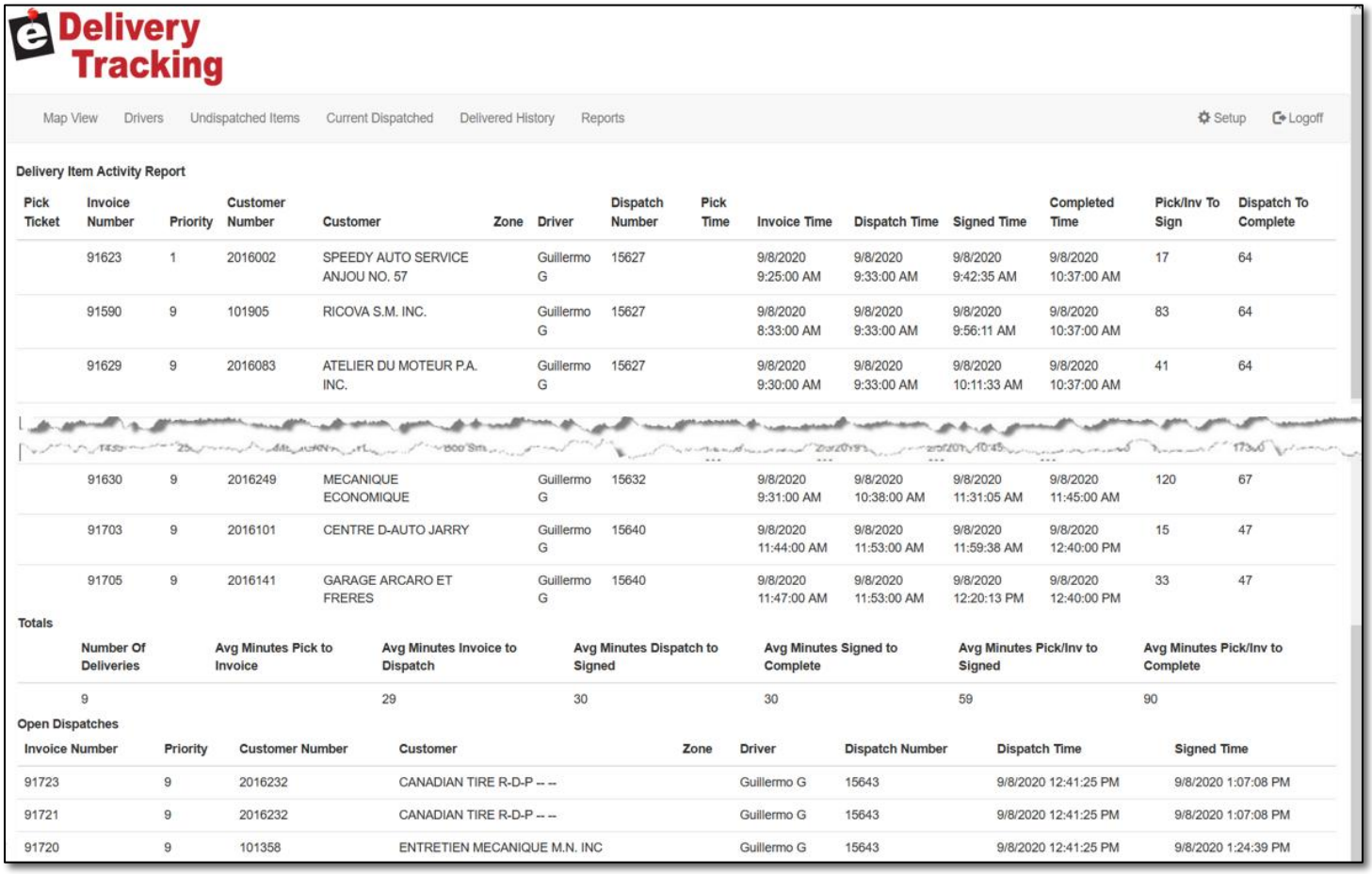
Customer Activity Report

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.



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.



Delivery Tracking

Map View | Drivers | Undispatched Items | Current Dispatched | Delivered History | Reports | Setup | Logoff

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 ARCARO 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

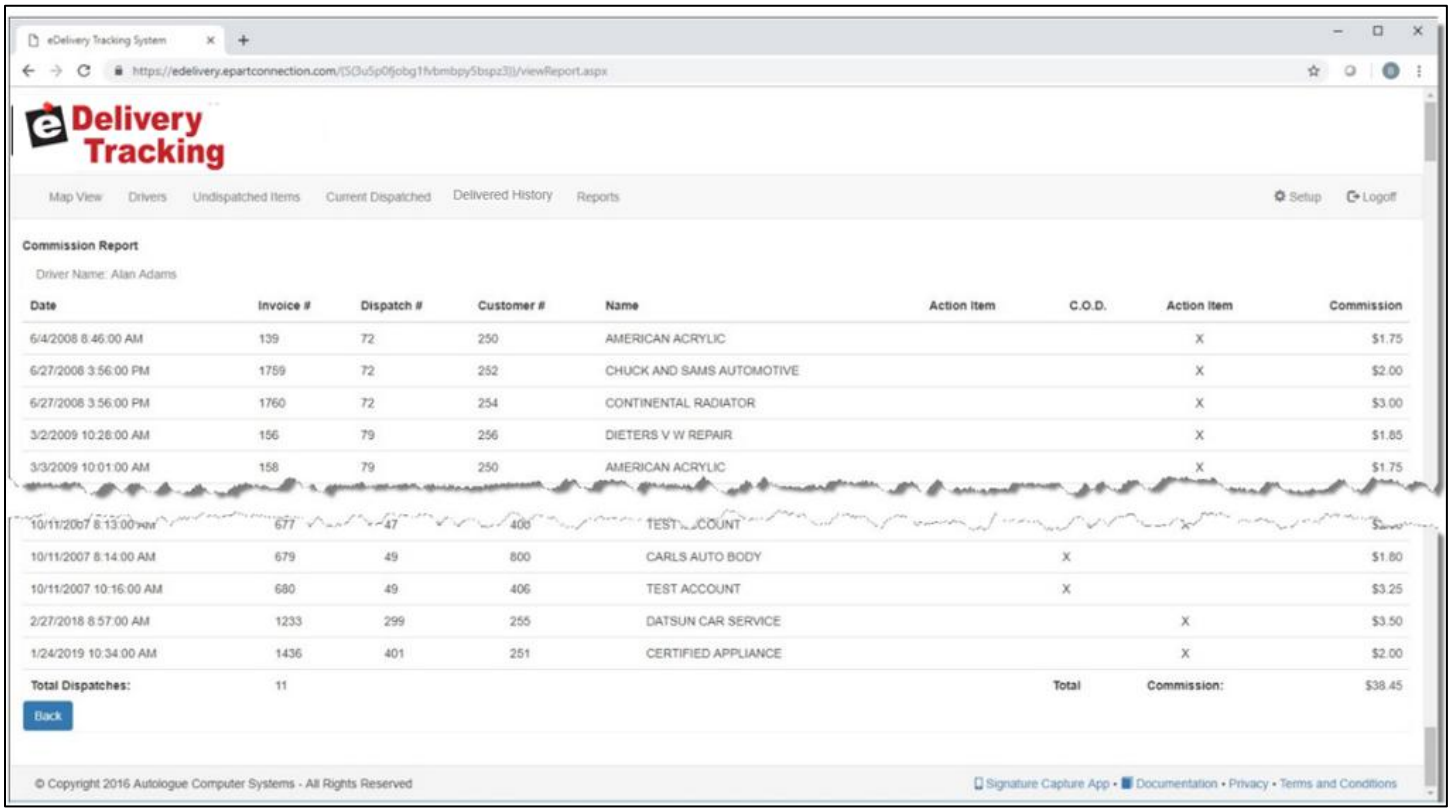
Number Of Deliveries	Avg Minutes Pick to Invoice	Avg Minutes Invoice to Dispatch	Avg Minutes Dispatch to Signed	Avg Minutes Signed to Complete	Avg Minutes Pick/Inv to Signed	Avg Minutes Pick/Inv to Complete
9		29	30	30	59	90

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

Commission Report

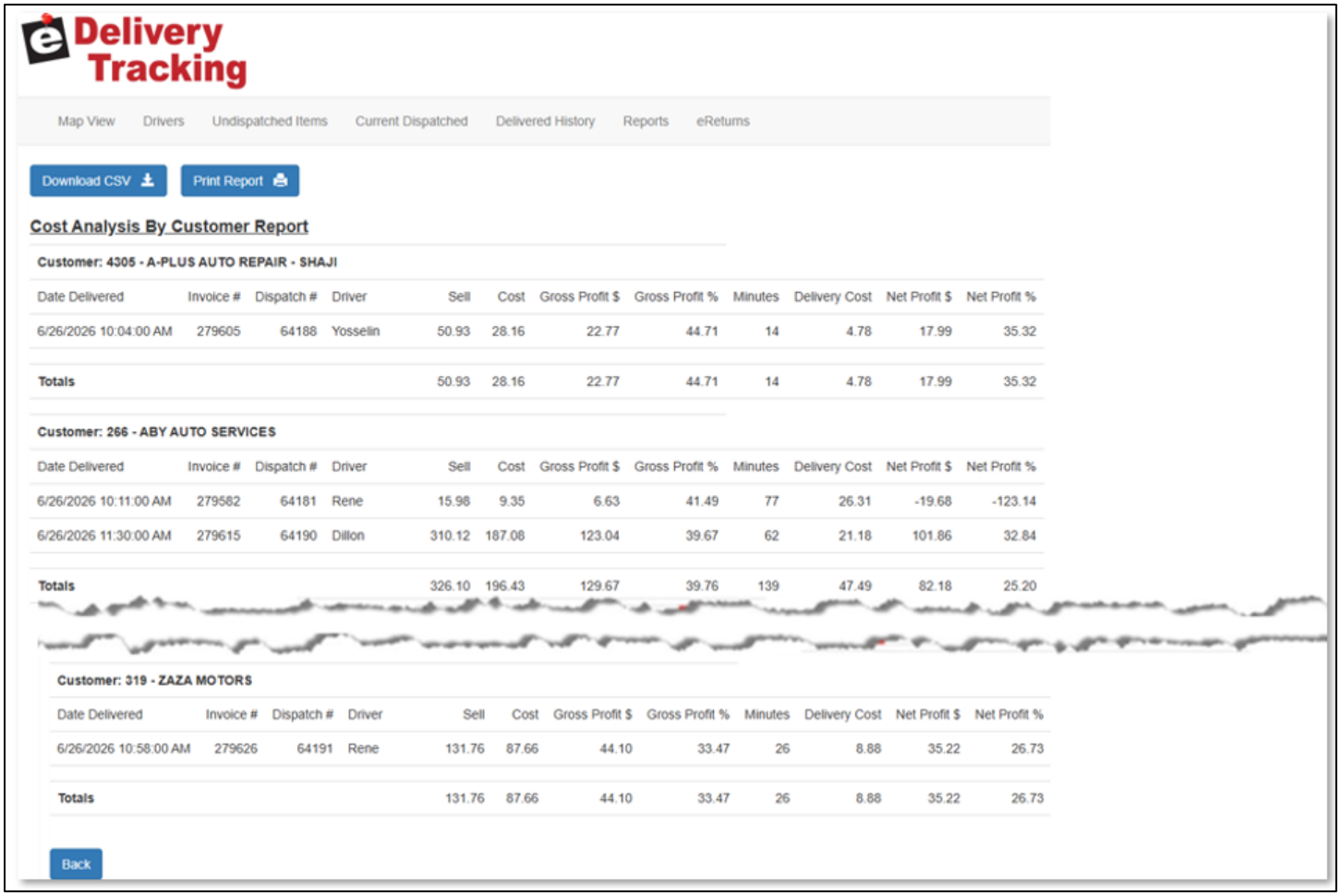
The report is output by driver, the invoice date and time, the invoice number, dispatch number, customer number, customer name, action item, an X denoting whether it was a C.O.D. or charge, the commission amount paid and summary totals for the total number of dispatches and commission amount for all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



Cost By Customer Report

The report will output by customer, the invoice date and time it was delivered, 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.

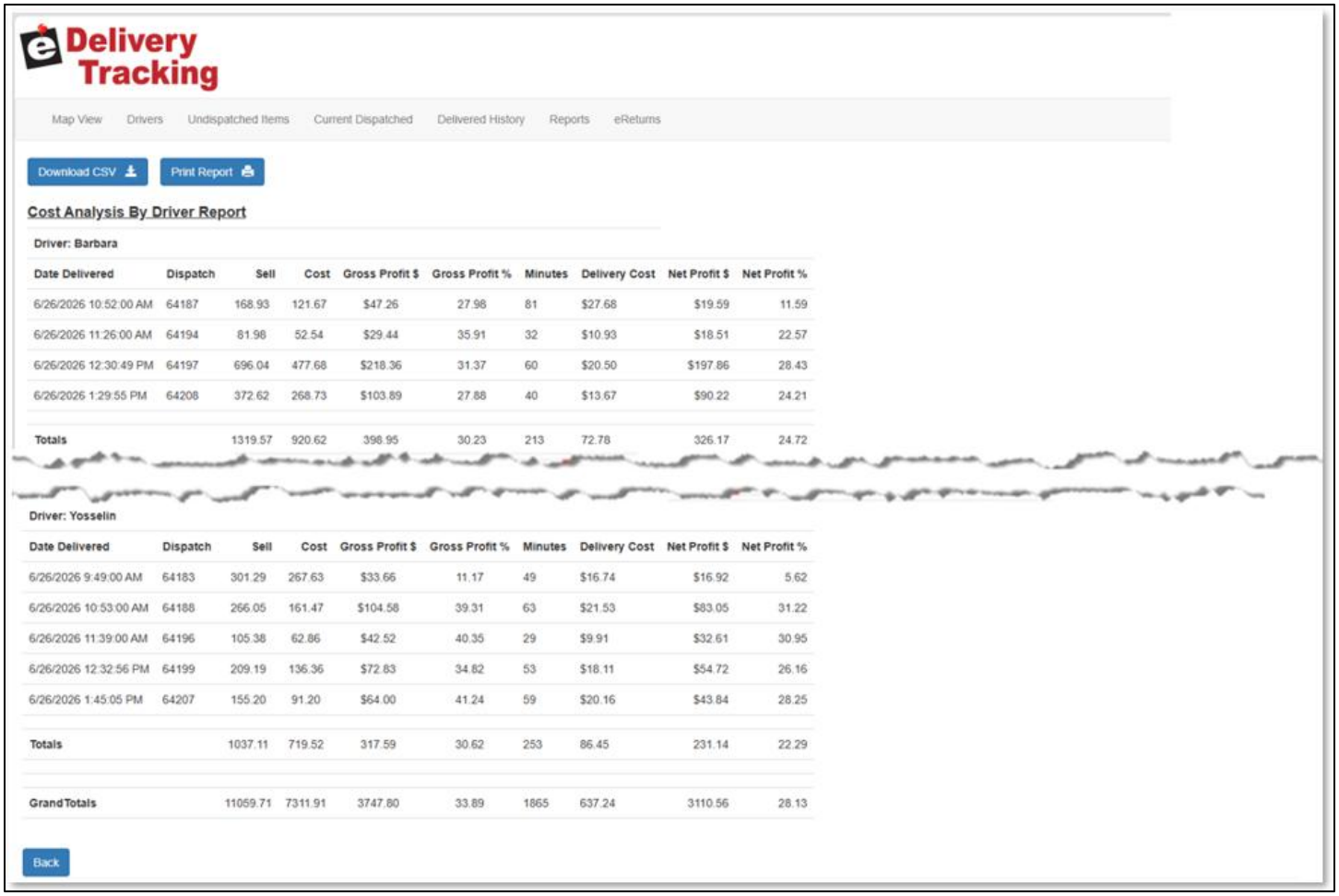
The calculated delivery cost is based upon the number of delivery minutes (DM), driver cost per hour (DCH), truck cost per mile (TCM), and average miles per hour (AMPH). Below is the delivery cost calculation:



Cost By Driver Report

The report will display by driver, the dispatch date and ending time, dispatch number, 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.

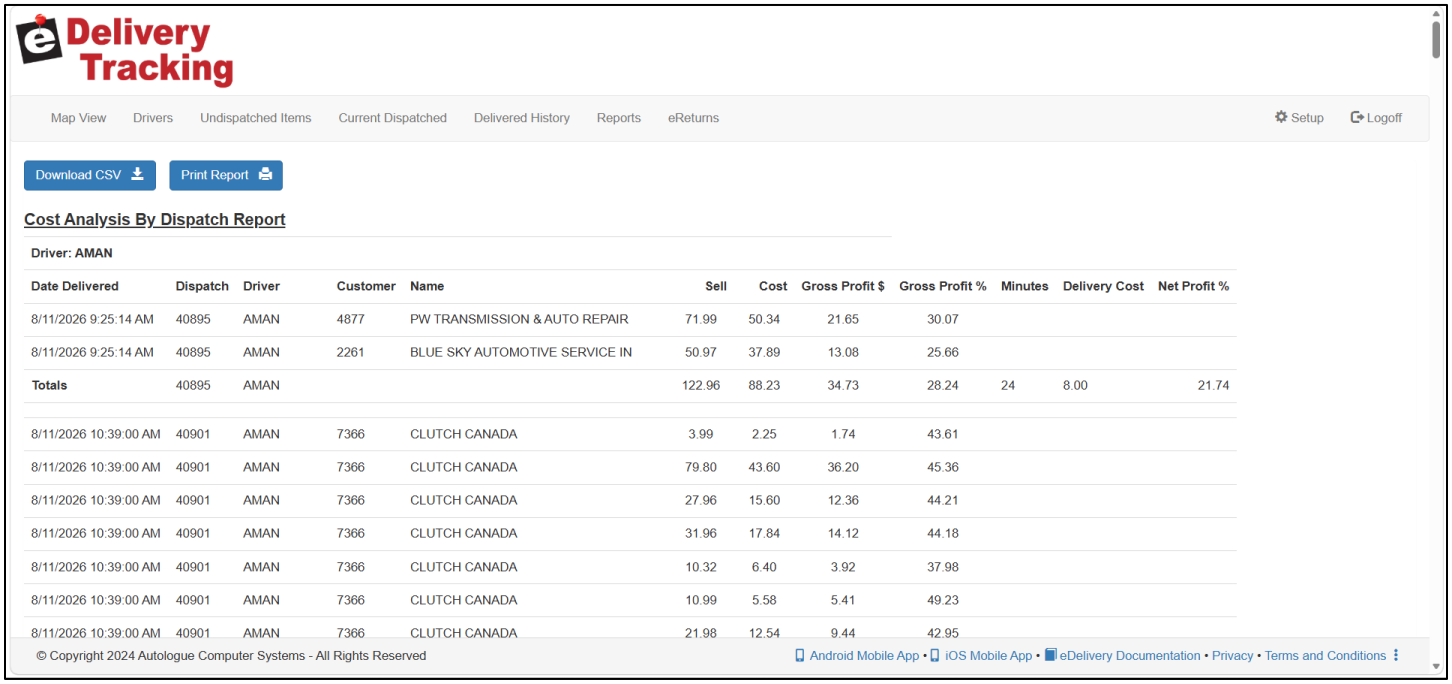
The calculated delivery cost is based upon the number of delivery minutes (DM), driver cost per hour (DCH), truck cost per mile (TCM) and average miles per hour (AMPH). Below is the delivery cost calculation:



Cost By Dispatch Report

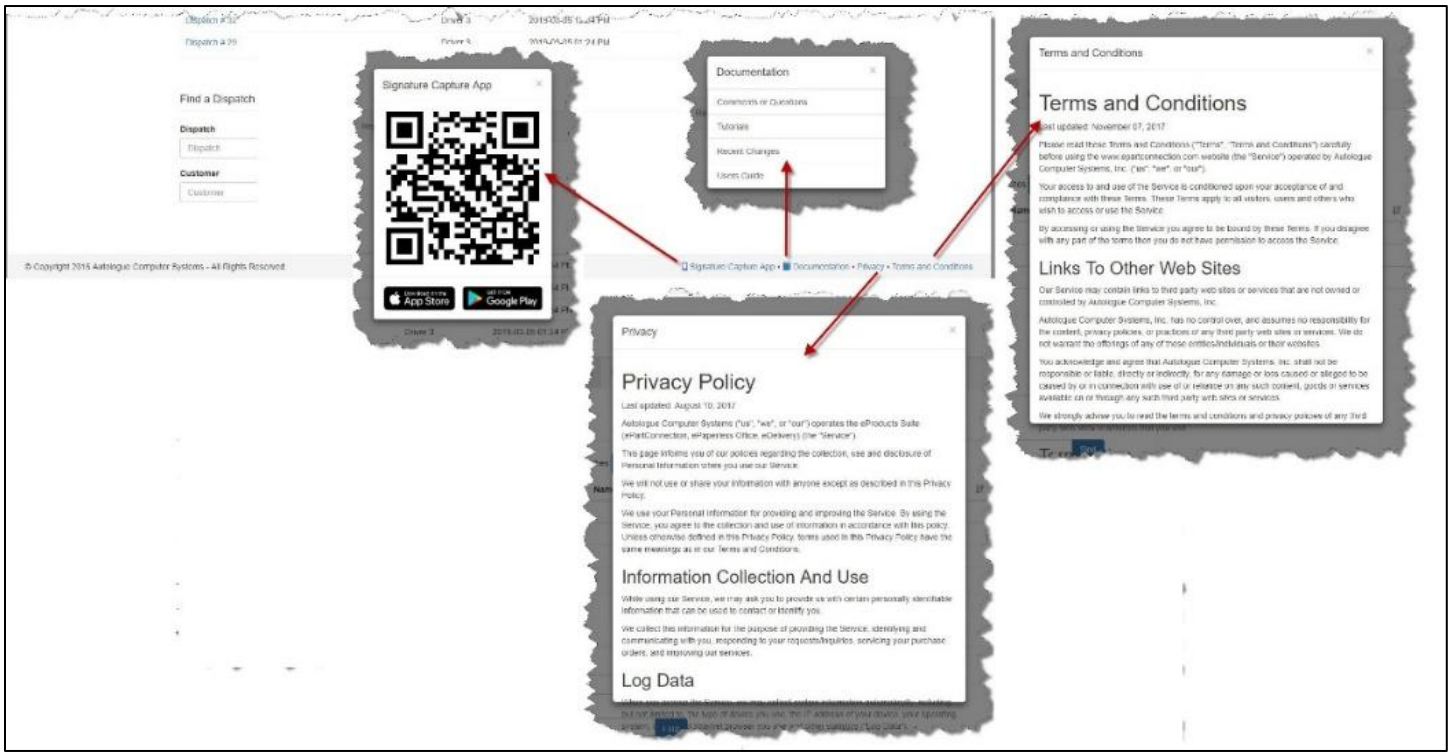
The report will display by dispatch, the driver of the dispatch, the date and ending time, dispatch number, driver name, customer number, customer name, sell amount of the invoices for the customer, cost amount of the invoices for the customer, gross profit dollar amount, gross profit percentage, minutes it took to deliver (dispatch start to closed), delivery cost, 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:



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.



Link	Description
Android/iOS Mobile 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.
eDelivery Documentation	Click to open a list of available documentation including user guides and/or videos.
Privacy	Click to open the Autologue Privacy Policy information.
Terms and Conditions	Click to open the Autologue Terms and Conditions statement for information.

Logoff

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