

Driver Complete User Guide



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DOWNLOAD DRIVER COMPLETE

1. Open link: <https://deliversuite.com/drivercomplete/>
& select: 'Driver Complete'

DriverComplete Software

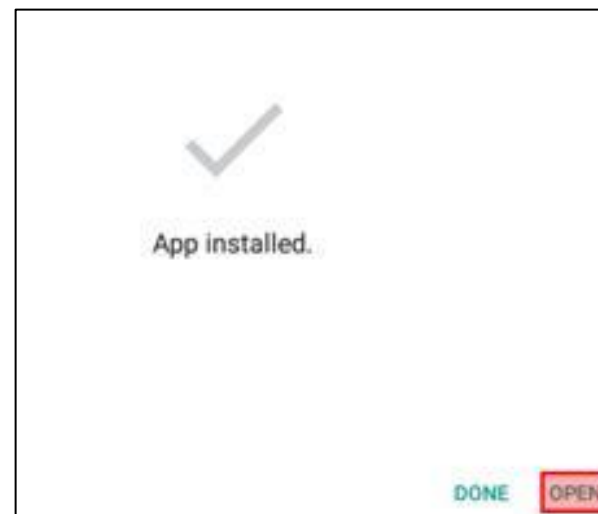
ANDROID 2.2+ OS APPS (Click here for older versions)

Driver Complete

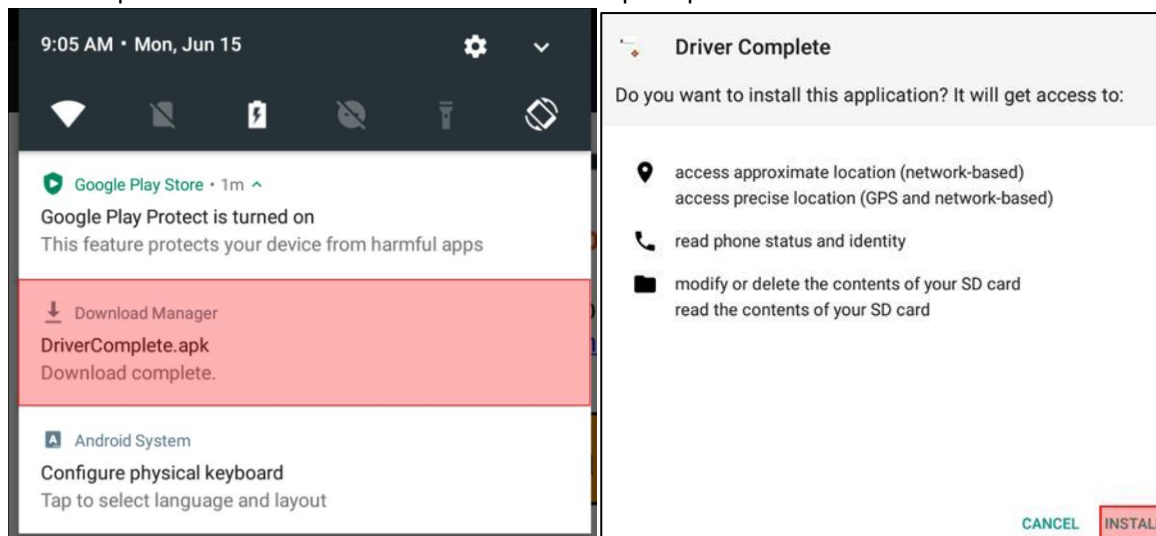
Device Barcode Scanner

→ Redirects to Google Play

3. Driver Complete will install. Select 'OPEN' when finished

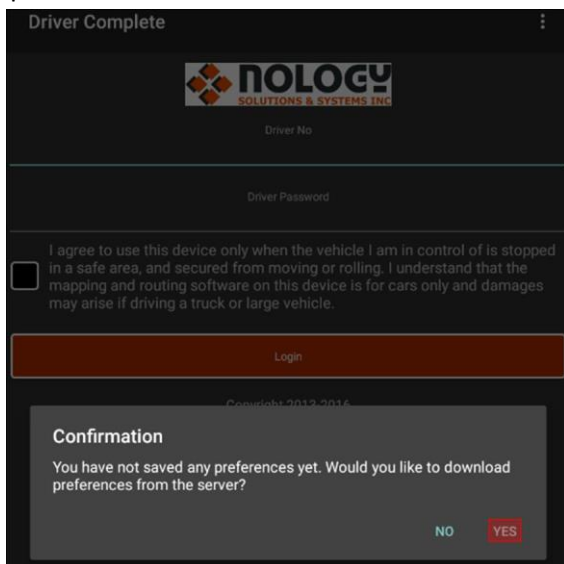


2. Select '.apk' file download & select 'INSTALL' when prompted



LOG IN

1. After opening DriverComplete, you will be prompted to download preferences from the server. Select 'YES'



Driver Complete

NOLOGY SOLUTIONS & SYSTEMS INC

Driver No

Driver Password

☐ I agree to use this device only when the vehicle I am in control of is stopped in a safe area, and secured from moving or rolling. I understand that the mapping and routing software on this device is for cars only and damages may arise if driving a truck or large vehicle.

Login

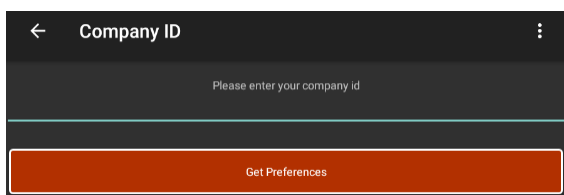
Copyright 2012-2016

Confirmation

You have not saved any preferences yet. Would you like to download preferences from the server?

NO YES

2. Enter your provided company ID to download preferences

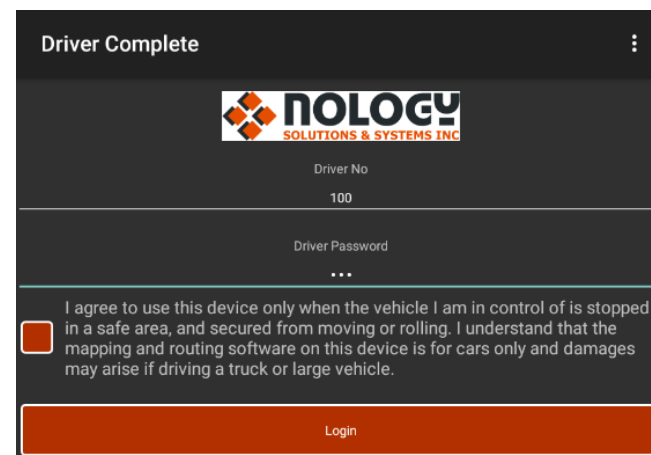


← Company ID

Please enter your company id

Get Preferences

3. When preferences are downloaded, you may log in. Enter your Driver Number & Password



Driver Complete

NOLOGY SOLUTIONS & SYSTEMS INC

Driver No

100

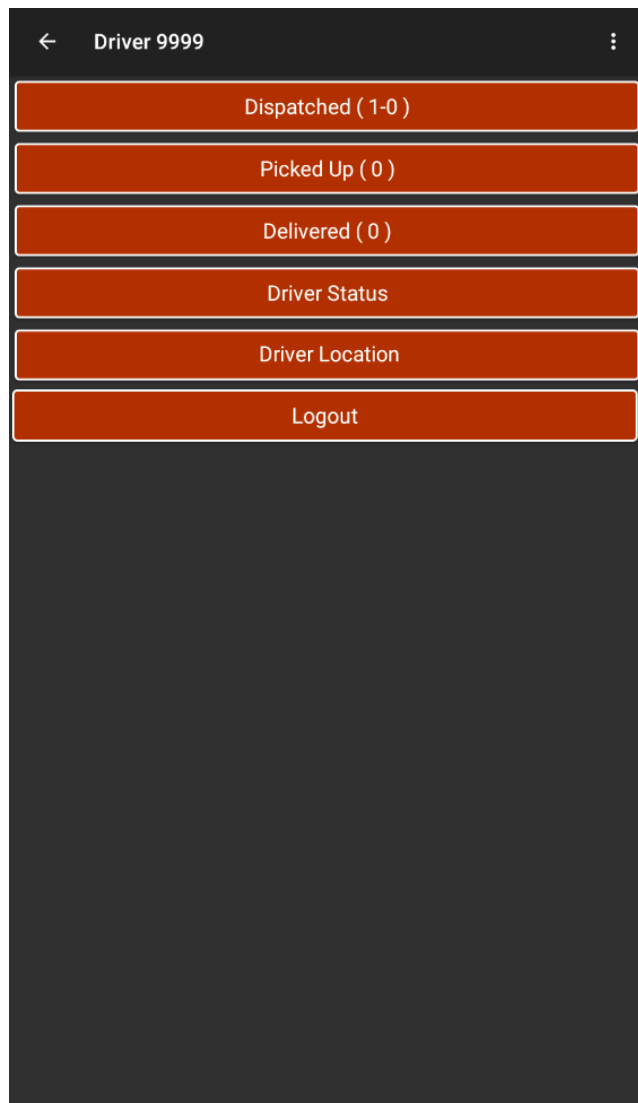
Driver Password

...

☐ I agree to use this device only when the vehicle I am in control of is stopped in a safe area, and secured from moving or rolling. I understand that the mapping and routing software on this device is for cars only and damages may arise if driving a truck or large vehicle.

Login

MAIN MENU



Dispatched: shows orders that have been dispatched to the driver

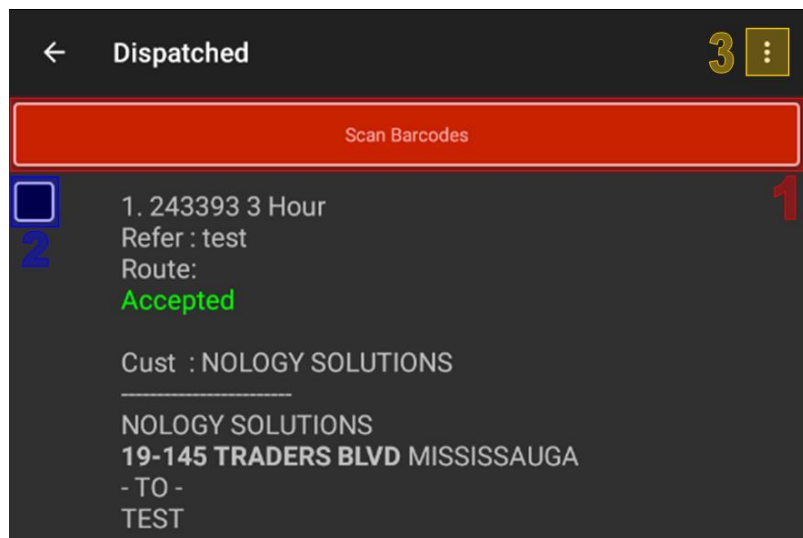
Picked up: shows orders that have been picked up by the driver

Delivered: shows orders that have been completed by the driver

Driver Status: change the driver's status to 'Working', 'Lunch', etc.

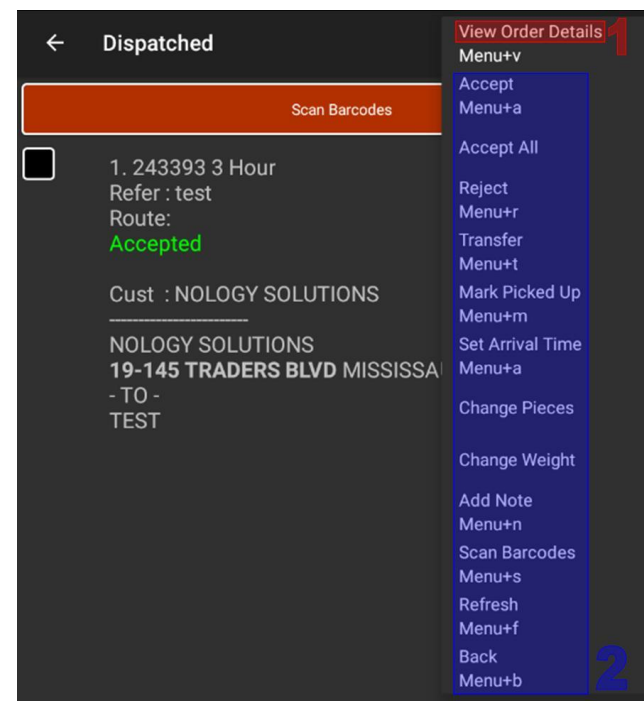
Driver Location: view GPS/location settings

DISPATCHED



1. Select to scan barcodes. You must select the order you are scanning first
2. Select order (multiple can be displayed on this menu)
3. View drop-down menu

1. Select to view Order Details
2. Driver has options in relation to the selected order. These are shortcuts. To view the full menu, select 'View Order Details'



ORDER DETAILS

←

Order No 243393

⋮

Order : 243393 Service : 3HR

Accepted

Refer : test

Route:

Vehicle : Cube Truck

Cust : 58 Nology Solutions

Ready At : Jun 15 9:02AM

Deliver By: Jun 15 9:00AM

PICKUP LOCATION

Nology Solutions

19-145 Traders Blvd

Mississauga, L4Z3L3

Contact:

Pieces: 1 Weight: 50

PU INSTR:

DELIVERY LOCATION

TEST

215 Traders Blvd

Mississauga, Ontario

Contact: Danny

DEL INSTR:

Accept

Reject

Transfer

Navigate To

Set Pickup Arrival Time

Mark Picked Up

Change Pieces

Change Weight

Add Attachment

Add Note

Back

Order Details are displayed here after a specific order is selected from the Dispatched list

→ Transfer the order to another driver

→ Select this to retrieve driving directions

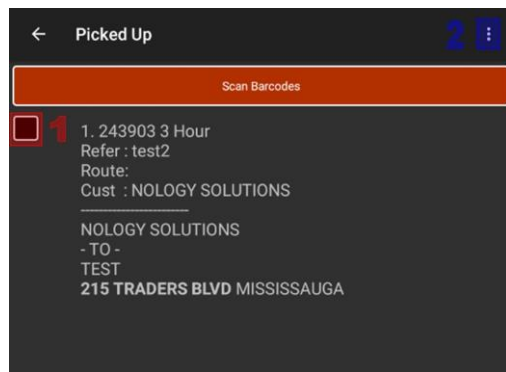
Driver has several options on updating the order when they get sent to him/her

→ Driver can add a document, photo, etc. to the order. View Page 12 or click [HERE](#)

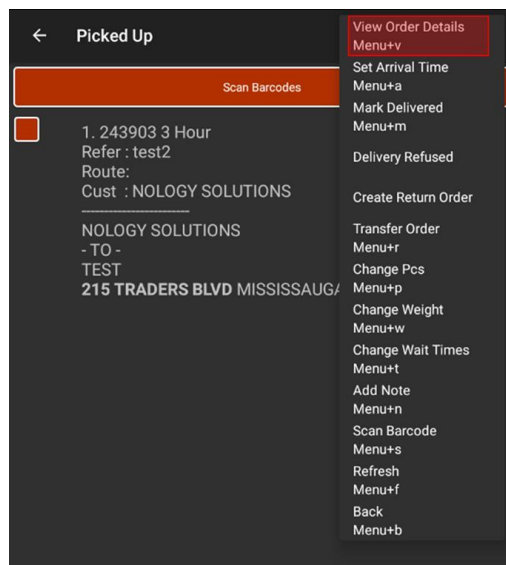
→ Add a note to the order

PICKED UP

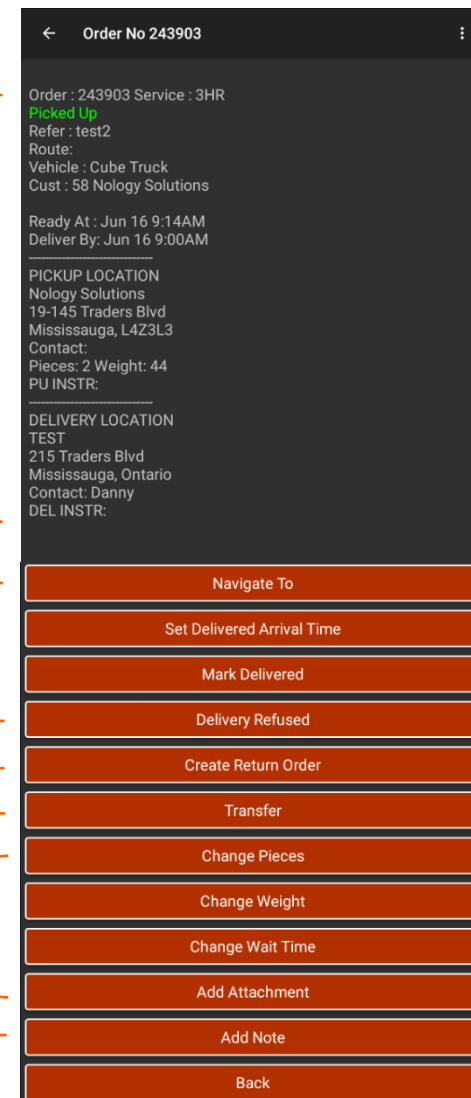
- Order is displayed here when Driver marks package(s) in 'Dispatched' as picked up. Select the order (1) & then select the menu bar (2)



- Select 'View Order Details'



- Order details



Order details displayed

Access driving directions

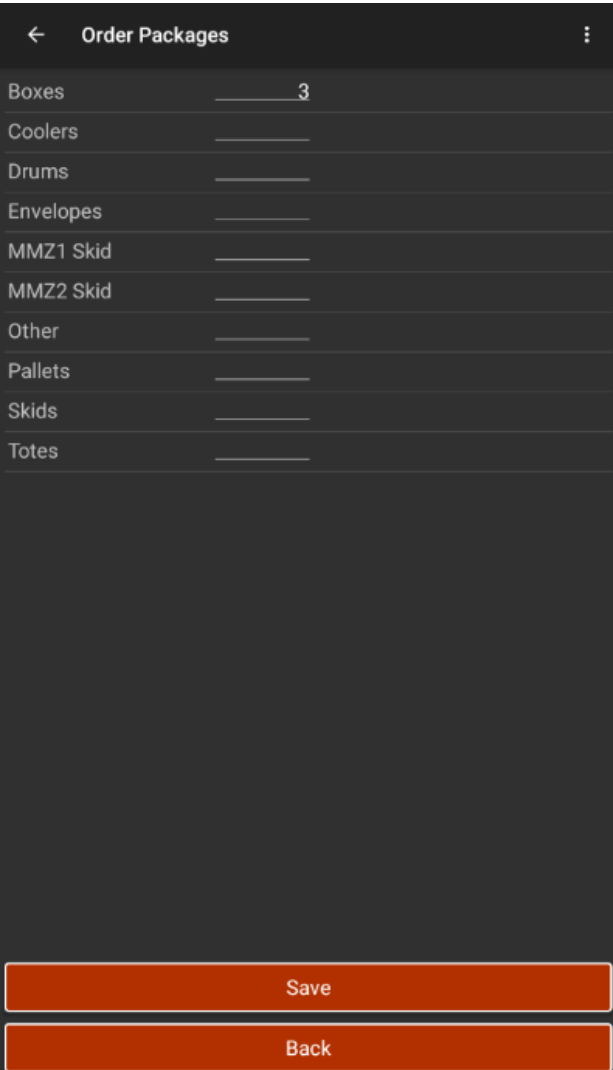
If the customer refuses delivery,
Driver can mark order as 'Delivery
Refused' & create a return order

Transfer the order to another driver

View next page

Add a note to the order

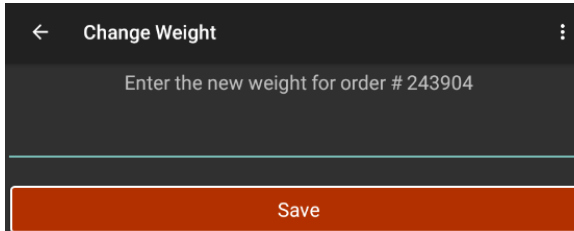
Change Pieces



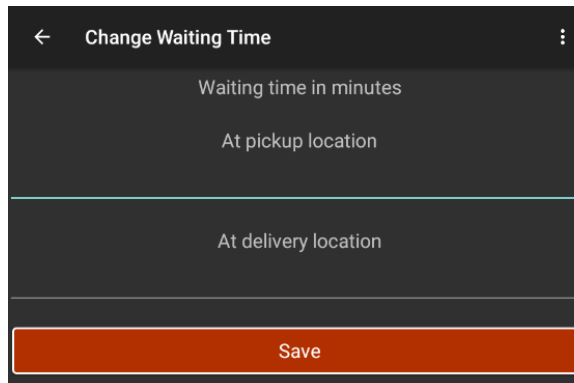
Driver can add/remove & change the number of Pieces in the order

Enter the new weight & press save. Unit of measurement depends on what you set it as

Change Weight

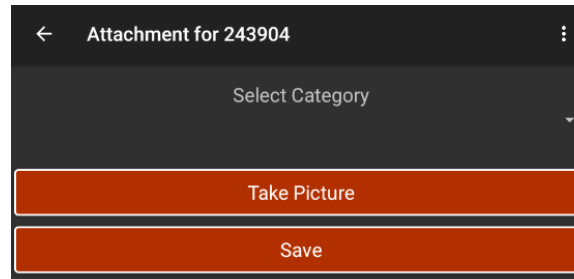


Change Waiting Time



Change the time the Driver waits at each location. He/she will leave after this time is up

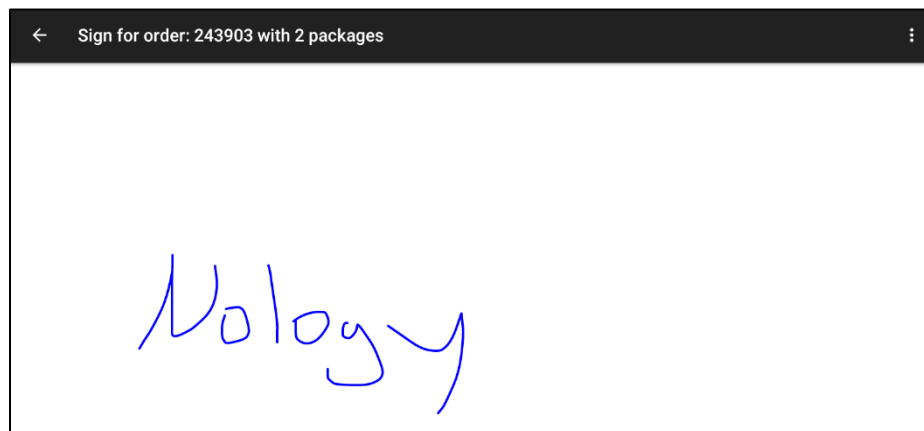
Add Attachment



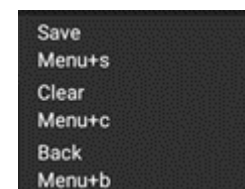
Take a photo from the Driver's phone & press save. This will be added to the order. Press the drop-down menu to choose a category. Driver can make his/her own category. These will show up in 'Attachments' in DeliverySuite. Click [HERE](#) for step-by-step screenshots

DELIVERED

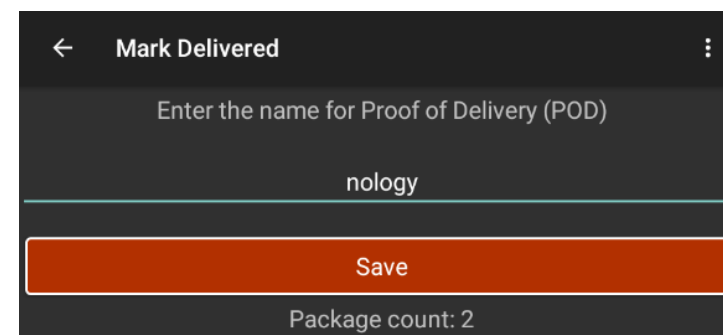
1. Once you select 'Mark Delivered', you will be taken to the Signature screen. Client will sign with a stylus



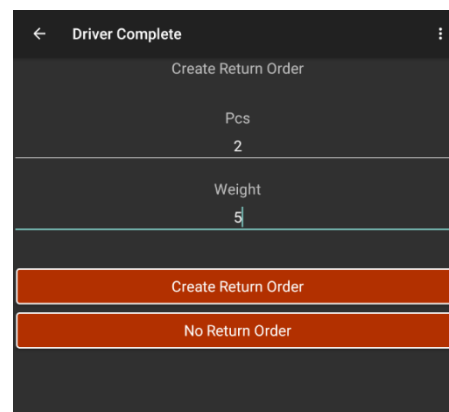
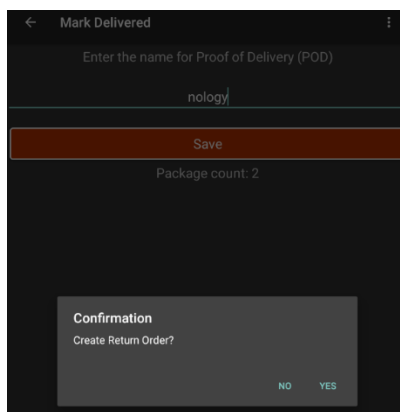
2. Select to view drop-down menu. Press 'Save'



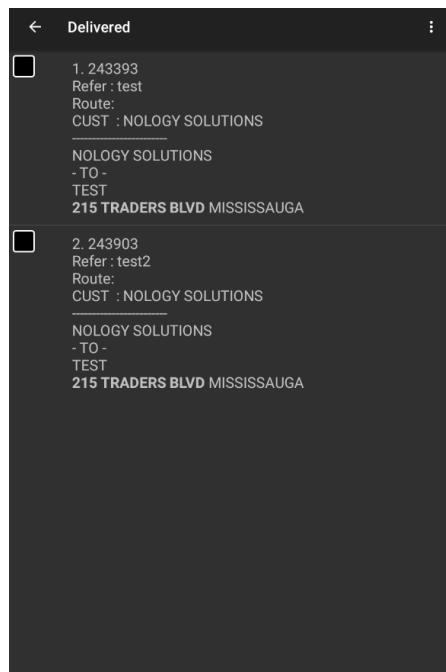
3. After pressing 'Save', you will be taken to the POD screen. Type in the client's name for the delivery & press save



4. You will be prompted to create a return order. This is not the same as the return order created when a client refuses delivery. A return order can be created if the client wants to send a new package along with the Driver. Specify # of pieces & weight of the return order



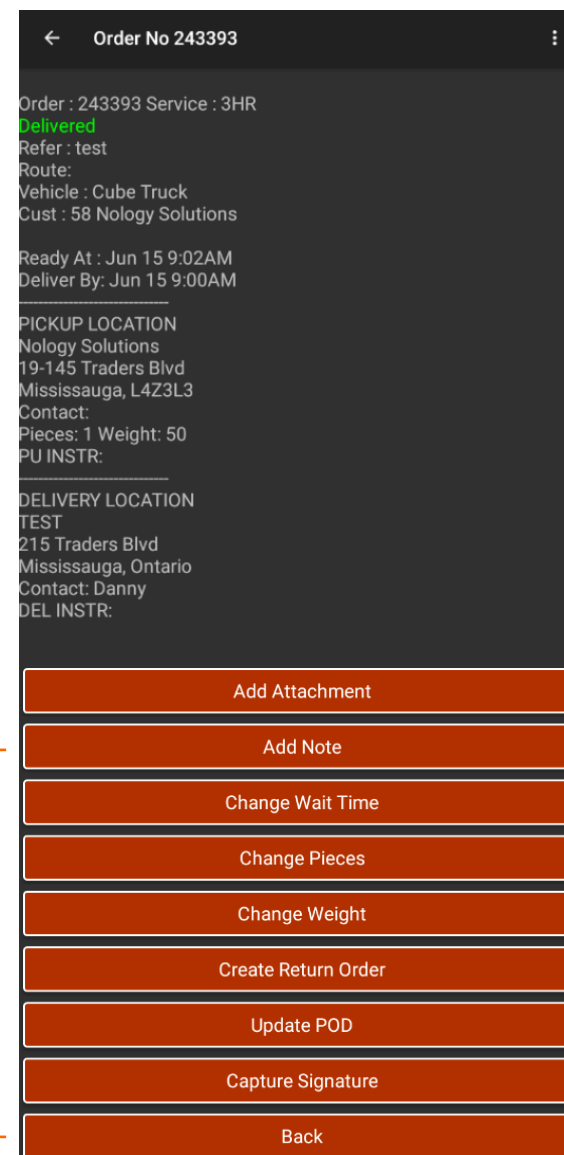
DELIVERED cont.



- In the 'Delivered' screen, all the orders the Driver has completed that day will be displayed
- Select an order to proceed

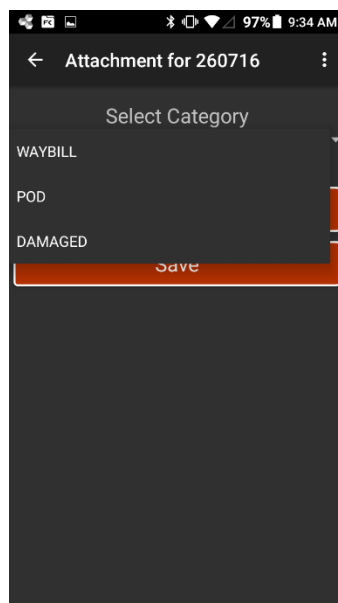
See page below for adding attachments

These are the same options as in 'Picked Up' & are used if the Driver is required to make a change to/update the order

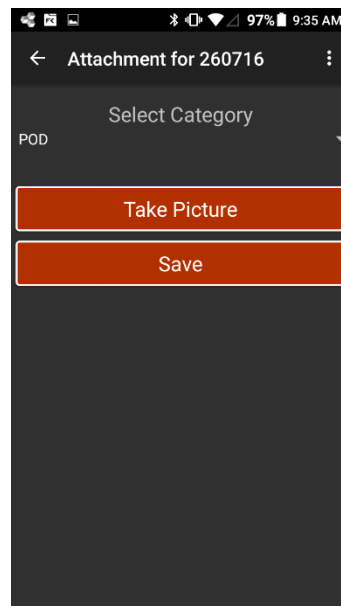


ADD ATTACHMENTS

1. Select category (these are custom, more categories can be added)



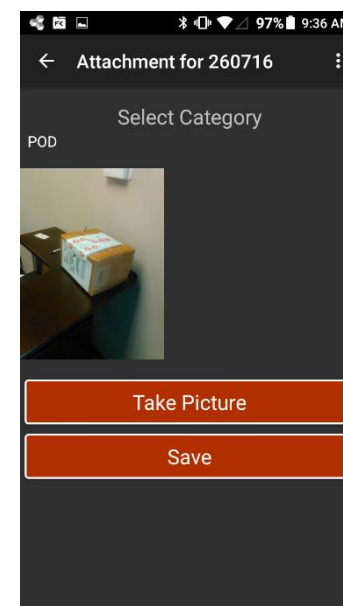
2. Select "Take Picture"



3. Review the picture taken, then click "OK"

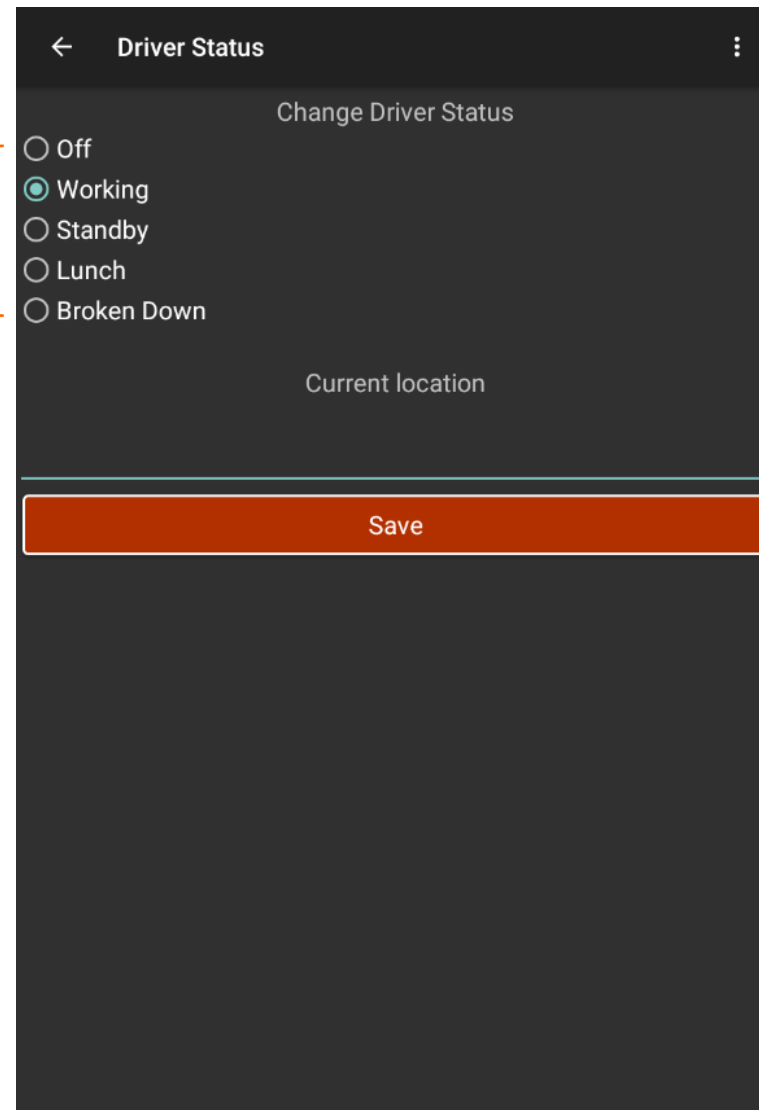


4. Click "Save"



DRIVER STATUS

- Change the Driver's status depending on what he/she is doing
- For ex., if the Driver's vehicle broke down, he/she would set the Driver Status as 'Broken Down' & submit their current location so the dispatcher can send a tow truck or help if needed



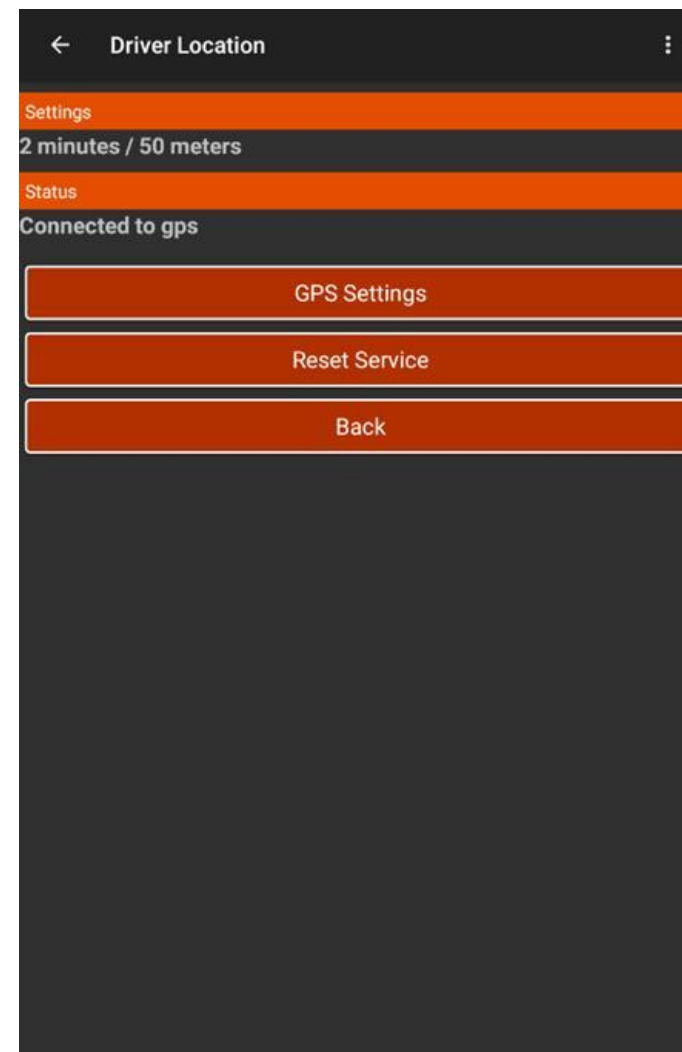
The screenshot shows a mobile application interface for 'Driver Status'. At the top, there is a back arrow and the title 'Driver Status'. Below this is a section titled 'Change Driver Status' with five radio button options: 'Off', 'Working' (which is selected), 'Standby', 'Lunch', and 'Broken Down'. Below the status options is a text input field labeled 'Current location'. At the bottom of the form is a large orange button labeled 'Save'.

DRIVER LOCATION

Location updates every 2 minutes, or every 50 metres travelled. This can be changed in settings

Open your device's location settings for Driver Complete (set GPS as 'Always On')

Reset GPS if there is a connection issue



Enjoy using Driver Complete!

