



# deliverysuite.com














## User Guide

by Nology Solutions





## MAIN MENU

Orders	
 Load Search	Comprehensive search using multiple parameters
 New Load	Create a new shipment using default shipment entry screen
 New Load Express	Create a new shipment using the Express entry screen
Customers	
 Account Setup	View and update client company settings
 My Contacts	Manage users and alert settings
 My Addresses	Manage shipping addresses
 My Invoices	View and print invoices, payments, debits and credits
Tools	
 User-Manual	This user manual
 Importer	Import files to create shipments. A template will be provided.
 Reports	Run reports
System	
 About	Version and author information
 Change Password	Change your password
 Logout	Logout

IF ANY FETURE IS GREYED OUT OR NOT EXPANDABLE YOUR LOGIN  
DOES NOT HAVE THE APPROPRIATE RIGHTS.

Menu Home Your last load: 263980 Load#: Preference# Search

Orders

- Load Search
- New Load
- New Load Express

Customers

- Account Setup
- My Contacts
- My Addresses
- My Invoices

Tools

- User-Manual
- Importer
- Reports

System

- About
- Change Password
- Logout

Load Search

Load#: Reference#: Waybill#: Pickup

P.O. #: Customer: Caller: Name: Street:

Carrier: Vehicle: Status: Open City: Postal:

Service: Created Date From: Created Date To: Ship Start Date: Ship End Date:

Notes: Instructions: Package Types: Delivery

Invoice#: Field 1: Field 2: Name: Street:

City: Postal:

Delivery Start Date: Delivery End Date:

Search Clear Waybill Blind Waybill Labels

Total Loads: 14

Load Number	Created Date	R.	Service Type	Status	Shipper Address	Shipper City	Shipper Province	Shipper Postal	Route	Stop	Consignee Name/Company	Consignee Address	Consignee City
263553	08/25/2023 06:00	3.	3 Hour	Open	B. 7385, East Danbro Cres.	Mississauga	Ontario	L5N6P8			Stellap Pallets 8865 Yonge St.	8865 Yonge St.	Richmond Hill
263627	08/25/2023 06:00	3.	3 Hour	Open	C. 2710 BRITANNIA ROAD.	Mississauga	Ontario	L5P1B2			Stellap Pallets 8865 Yonge St.	8865 Yonge St.	Richmond Hill
263736	08/25/2023 06:00	3.	3 Hour	Open	C. 2710 BRITANNIA ROAD.	Mississauga	Ontario	L5P1B2			test	259 Traders Blvd E	Mississauga
263737	08/25/2023 06:00	3.	3 Hour	Open	C. 2710 BRITANNIA ROAD.	Mississauga	Ontario	L5P1B2			test	259 Traders Blvd E	Mississauga
263980	08/25/2023 06:00	3.	SHR	Open	C. 2710 BRITANNIA ROAD.	Mississauga	Ontario	L5P1B2			Target	106 Mc Master Ave	Ajax
264136	08/25/2023 06:00	3.	SHR	Open	C. 2710 BRITANNIA ROAD.	Mississauga	Ontario	L5P1B2			Stellap Pallets 8865 Yonge St.	1871 Danforth Ave	Toronto
264150	08/25/2023 06:00	3.	SHR	Open	G. 9475 rte transcanadien.	SAINT-LAURENT	Quebec	H4S 1V3			GRASS VALLEY CANADA	3499 RUE DOUGLAS-B-FLOREANT	Saint-Laurent
264207	08/25/2023 06:00	3.	SHR	Open	C. 2710 BRITANNIA ROAD.	Mississauga	Ontario	L5P1B2			Stellap Pallets 8865 Yonge St.	8865 Yonge St.	Richmond Hill

The **Load Search** page allows you to find a previous or current loads using the above search criteria. By searching Load #, date, carrier, vehicle, deleted, etc. you can filter the results to find what you are looking for.

Once the required search filters are entered, you can click search to see what loads exist with the given filters. From there, you can select loads to view. When a load is opened, you can re-print waybills and labels, view attached files (if applicable), and view signatures/PODs.

### TIPS:

- More parameters = more accurate searches
- If status is not indicated, it will default to an open order



## NEW LOAD

1. Choose **New Load** under the Orders tab of the main menu to enter the load creation page. From here you will be able to choose the service, planned ship date, the shipping location, the consignee, the packages and any extra fields and settings. You can also attach relevant files. Red fields are required to complete a shipment and receive a Load # confirmation. As you enter and change data, the total packages, weight and charges will change.

2. Choose **Service Class** from drop-down menu if it hasn't defaulted (direct, 3-day, etc) This will calculate the "Planned Delivery Date" based on the selected service level.

3. Enter **Reference #** for the load

4. The "**Called In By**" field will automatically fill in with your name

5. The "**Planned Ship Date**" will load the current date and time. You can change this to reflect your preferred shipping date. This will affect which services are allowed and will grey out those that are not allowed on that date or time.

6. Fill in the "**Ship From**" and any options you might want.

As you type in the Name, it will auto load from your addresses and you can pick the desired name to load the rest of the address.

If the shipping point is not found in your addresses, typing the address number and part of the street name will automatically load addresses from the postal service. Once you pick the desired address it'll auto fill the rest. You can select the box to save this new address to your address book. Fill out instructions with info like "Knock on door" or "Use side door"



Option check boxes include: Requirements for the driver to collect a name, signature and image at the pickup point. You can also let dispatch know whether a tailgate is required on the truck picking up.

Ship From **POP**

☒ PU Name Required ☐ PU Sign. Required

☐ PU Image Required ☐ Requires Tailgate

Save Address: ☐ International Address: ☐

Name

Street 1

Street1	City	Province F	Country	Postal Code
2710 Britannia Rd E	Mississaug	Ontario	Canada	L4W
2710 Avenida JosÃ© Mar	Foz do Igu	Paraná	Brasil	85863-730
2710 Brittan Ave	San Carlos	California	United Stat	94070-3663
2710 Brittany Ln	Opelika	Alabama	United Stat	36804-6148
2710 Brittany Dr	Euless	Texas	United Stat	76039-7604
2710 Brittany Ter	Manhattan	Kansas	United Stat	66502-0402
2710 S Britton Rd	Union Grov	Wisconsin	United Stat	53139-9709

City

Postal Code

Zone

Instructions

Contact

Open Time

Phone

Close Time

Email

7. Fill in the “Ship To” similar to the Ship From.


You have the same features as in Ship From.

Option check boxes include: Requirements for the driver to collect a name, signature and image at the delivery point. You can also let dispatch know whether a tailgate is required on the truck delivering.

8. In the “Packages” section, you can alert dispatch whether Dangerous Goods are being shipped, whether temperature control is required, if Chain of Custody or Inside delivery are also required. Make sure to attach a Dangerous Goods Form if needed and the required temperature if this service is required.



To add a package, click the + sign

To edit a package saved, click the pencil button 



**Packages**

☐ Dangerous Goods    ☐ Temp Control Required    Declared Value: 0.00

☐ Chain of Custody    ☐ Inside Delivery    Size/Weight Unit: Imperial (In,Lbs)

**(Required)**

	Qty	Package Type	Desc	Wgt	L	W	H	Line Wt
	1	Skids	fragile	200.0	48.	48.	48.	<input checked="" type="checkbox"/>

9. Hit **Save & New**, **Save & Close** or **Save** to generate a Load Confirmation Number. Until you successfully save the Load # will be 0.

**Save & Print** **Save & New** **Save & Close** **Save** **Edit** **Cancel Load** **Duplicate Load** **Return Load** **Waybill** **Blind Waybill** **Labels** **Close**

**Load Info** **Charges** **Notes** **Files**

**Customer\***  
3D Metal Craft

**Called In By**  
DS

**Service Class\***  
5HR

**Department**  
0

**Planned Ship Date Window**  
Start: 08/28/2023 09:47    End: 08/25/2023 19:12

**Appt. (PickUp)**  
Required: ☐

**Load #**  
264383

**Reference #**  
test ref

**Waybill/BL#**  
way123

**Planned Delivery Date Window**  
Start: 08/28/2023 09:52    End: 08/28/2023 09:52

**Appt. (Delivery)**  
Required: ☐

**Status**  
Open

**Route**

**Stop**



deliverysuite.com

by Nology Solutions

10. Select the Waybill button to generate a printable waybill.

 <b>deliverysuite.com</b> by Nology Solutions DEV VERSION		DEMO SYSTEM 19-145 Traders Blvd Mississauga, ON Canada L4Z3L3 9058909788 SUPPORT@NOLOGY.NET WWW.DELIVERYSUITE.COM		Load #: <b>264383</b>	
Bill To: 3D Metal Craft		PO #:		Reference #: test ref	
Ship From: AIRPORT SERVICES 2710 BRIT BLDG 2 Mississauga, Ontario L5P1B2 Canada		Ship To: nology 150 Signet Drive Etobicoke, Ontario M9L2Y6 Canada		Waybill #: way123	
Pickup Date: 08/28/2023		Delivery Date: 08/28/2023			
Pickup Instructions:		Delivery Instructions:			
Service level: 5HR		Vehicle Type: Cargo Van 2500		Required Delivery Date: 8/28/23 9:52	
				Dangerous Goods: YES ____ NO <u>X</u>	
Qty	Type	Contents/Desc	Weight	Total Weight	DIMS
1	Skids	fragile	200.00	200.00 (Lb)	48.0 x W: 48.0x H: 48
1 Total Qty		Total Weight		200.00 (Lb) 666.00	
Additional Information: Prepaid ____ Collect ____ Third Party ____ Declared Value: 0.00		Shipper/Representative: I certify that this cargo does not contain any unauthorized explosive, incendiaries, or hazardous materials. I consent to a search of the cargo. I am aware that this endorsement and original signature, along with other shipping Shipper Name: Shipper Signature: Ship Date: Quantity Shipped: 1 Goods Condition:			
Driver/Carrier Information: Driver Number: 0 Print Name: Driver Signature:		Consignee Name: Consignee Signature: Delivered Date: Quantity Received: 1 Goods Condition:			

IT IS AGREED THAT THE GOODS DESCRIBED HEREIN ARE ACCEPTED IN APPARENT GOOD ORDER AND CONDITION UNLESS OTHERWISE STATED. CARRIAGE AND CARRIER LIMITATION OF LIABILITY IS SUBJECT TO THE CONDITIONS OF CONTRACT. SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE PARTNERS WHICH THE CARRIER DEEMS APPROPRIATE.



11. Select Labels to print a label per package.

Report View - Google Chrome

dev.deliversuite.com/Account/ReportView.aspx?reportFileName=labels.rpt&company\_id=1&user\_id=932&carrier\_id=0&order\_id=265053&runreport=YES&PDFpreview=YES

Print

labels.rpt-795d1946-7d99-44c2-ab42-bac32138... 1 / 1 - 97% +

1

deliversuite.com DEMO SYSTEM  
19-145 Traders Blvd  
9058909788

DEV VERSION

\*264383\*

Pickup:  
AIRPORT SERVICES  
2710 BRIT  
Mississauga, Ontario  
Canada L5P1B2

Route:

Stop:

Delivery:  
nology  
150 Signet Drive  
Etobicoke, Ontario  
Canada M9L2Y6

FSA:  
M9L

1 OF 1

Exchange Rate  
1

Total Price  
\$30.40

Total Packages  
1.00

Total Weight  
200 Lb

Total DIM Weight  
666 Lb

Distance  
0 Km

Packages

☐ Dangerous Goods ☐ Temp Control Required

☐ Chain of Custody ☐ Inside Delivery

Declared Value  
0.00

Size/Weight Unit  
Imperial (In,Lbs)

(Required)

Qty	Package Type	Desc	Wgt	L	W	H	Unit
1	Skids	fragile	200.0	48.	48.	48.	✓





## ACCOUNT SETUP

Here you can create new accounts in your system:

Details

**Mailing Address**

Bill To Same ☒

Customer No\* 108

Customer Name Acme Inc.

Street 1 315 Guelph St

Street 2

Country Canada

Province Ontario

City Georgetown

Postal Code L7G4B2

**Billing Contact**

Created Date 12/9/2021 3:50:18 PM

Contact Name Fred Flintstone

Email perry@nology.net

Phone

Cell Phone Number 647-523-2777

Fax

**Order Alerts**

Send New Order Alerts Via Email <input type="checkbox"/>	Send New Order Alerts Via Text <input type="checkbox"/>
Send Dispatch Alerts Via Email <input checked="" type="checkbox"/>	Send Dispatch Alerts Via Text <input checked="" type="checkbox"/>
Send Quote Alerts Via Email <input type="checkbox"/>	Send Quote Alerts Via Text <input checked="" type="checkbox"/>
Send Pickup Alerts Via Email <input checked="" type="checkbox"/>	Send Pickup Alerts Via Text <input checked="" type="checkbox"/>
Send Delivered Alerts Via Email <input checked="" type="checkbox"/>	Send Delivered Alerts Via Text <input checked="" type="checkbox"/>
Send Cancelled Alerts Via Email <input checked="" type="checkbox"/>	Send Cancelled Alerts Via Text <input type="checkbox"/>
Send Invoice Alerts <input type="checkbox"/>	Send Statements <input checked="" type="checkbox"/>

**Required Fields**

Require Reference	<input checked="" type="checkbox"/>
Require Caller	<input checked="" type="checkbox"/>
Require Department	<input checked="" type="checkbox"/>
Require Pieces	<input checked="" type="checkbox"/>
Require Weight	<input checked="" type="checkbox"/>

**Credit Card Details**

Type

Number

Name on Card

Expiry June / 2021

CVV

Limit

Running Balance

**Default Address**

Pickup Acme Store#1

Delivery Acme Inc.

Distance Unit ☒ Km ☐ Mi

Cubed Weight Factor 166

Weight Unit ☐ Kg ☒ Lbs

Time Offset 2.0

**Mailing Address**

Bill To Same ☒

Customer No\* 145

Customer Name

Street 1

Street 2

City

Province Ontario

Country Canada

Postal Code

### 1. Edit Mailing Address.

Select 'Bill To Same' if your Mailing Address is the same as your Billing Contact

**Order Alerts**

Send New Order Alerts Via Email <input type="checkbox"/>	Send New Order Alerts Via Text <input type="checkbox"/>
Send Dispatch Alerts Via Email <input checked="" type="checkbox"/>	Send Dispatch Alerts Via Text <input checked="" type="checkbox"/>
Send Quote Alerts Via Email <input type="checkbox"/>	Send Quote Alerts Via Text <input checked="" type="checkbox"/>
Send Pickup Alerts Via Email <input checked="" type="checkbox"/>	Send Pickup Alerts Via Text <input checked="" type="checkbox"/>
Send Delivered Alerts Via Email <input checked="" type="checkbox"/>	Send Delivered Alerts Via Text <input checked="" type="checkbox"/>
Send Cancelled Alerts Via Email <input checked="" type="checkbox"/>	Send Cancelled Alerts Via Text <input type="checkbox"/>
Send Invoice Alerts <input type="checkbox"/>	Send Statements <input checked="" type="checkbox"/>

2. Select what **Order Alerts** you'd like the billing contact to receive via email or text (or both).



#### Required Fields

Require Reference	<input checked="" type="checkbox"/>
Require Caller	<input checked="" type="checkbox"/>
Require Department	<input checked="" type="checkbox"/>
Require Pieces	<input checked="" type="checkbox"/>
Require Weight	<input checked="" type="checkbox"/>

3. Select what is **required** when creating a new load. For example, if you select '**Require Caller**' then users under the account need to fill out the caller's name or you will not be able to place the load. Caller name defaults to the user who placed the order.

Billing Contact	
Created Date	12/9/2021 3:50:18 PM
Contact Name	Fred Flintstone
Email	perry@nology.net
Phone	
Cell Phone Number	647-523-2777
Fax	

4. Edit/add **Billing Contact** as well as **Credit Card Details**.

Here, you can input and make changes to payment info, billing and contact info, and credit card details.

Credit Card Details	
Type	<input type="text"/>
Number	<input type="text"/>
Name on Card	<input type="text"/>
Expiry	June / 2021
CVV	<input type="text"/>
Limit	<input type="text"/>
Running Balance	<input type="text"/>

Shipping	
Default Addresses	
Pickup	<input type="text"/>
Delivery	<input type="text"/>

5. Change default pickup/delivery addresses for this account.


Distance Unit	<input checked="" type="radio"/> Km <input type="radio"/> Mi	Cubed Weight Factor	166
Weight Unit	<input type="radio"/> Kg <input checked="" type="radio"/> Lbs	Time Offset	2.0





6. Change units of measurement (weight, distance, time offset/time zone, etc)

**\*Example:** For EST, set Time Offset to 5.0



## MY CONTACTS

When you click on the **My Contacts** tab, you will be brought to this window. From here you can view, search, and add contacts for the selected account. Click on the  icon to add a new contact (circled below)

Contacts Detail							
Total Count: 8							
Enter text to search...				<a href="#">Search</a>			
	Name	Email	Phone	Fax	Mobile	Active	Web Access
	Fred Flintstone				6475232777	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Test1	test@nology.net				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	test1	test1@nology.net	12344567890			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save

Cancel

Active:

☐

Name:

Email:

Web Access:

☐

Password:

Phone Numbers

Primary:

Fax:

Mobile:

Send Load Alerts For

New Load Via Email:

☐

New Load Via Text:

☐

Dispatch Via Email:

☐

Dispatch Via Text:

☐

Quote Via Email:

☐

Quote Via Text:

☐

Pickup Arrival Via Email:

☐

Pickup Arrival Via Text:

☐

Delivery Arrival Via Email:

☐

Delivery Arrival Via Text:

☐

Pickup Via Email:

☐

Pickup Via Text:

☐

Delivered Via Email:

☐

Delivered Via Text:

☐

Cancelled Via Email:

☐

Cancelled Via Text:

☐

Waiting Time Via Email:

☐

Waiting Time Via Text:

☐

Invoice PDF:

☐

Statements:

☐

Invoice Excel:

☐

Invoice Incl Waybills:

☐

Statements Incl Invoices:

☐

Default Address

PickUp:

Delivery:

Default Page

Default Page:

Default Service Class:

Default Vehicle:

Default Package:

Time Offset:

Security Settings

Allow New Order:

☐

Allow Accounting:

☐

Allow Dashboard:

☐

Allow Importer:

☐

Allow Account:

☐

Allow Load Search:

☐

Allow Contacts:

☐

Allow Addresses:

☐

After clicking the icon, this window will open. Here you can enter all the necessary information for the account contact that is being added.

Select **Active** if this is an active user. Select **Web Access** if the user is permitted to log in online on the portal.

Enter name, email/user, & password for the contact. Then fill out the corresponding fields and select the alerts you wish this contact to receive.

Choose default settings and security settings.

Once this has been completed, click the **SAVE** icon at the top left to save the contact into the list.



## MY ADDRESSES

Shipping Addresses										
Enter text to search...										
Total Addresses: 8										
	Name	Customer Number	Address Code	Street1	Street2	City	Province	Country	Contact_Phone	Active
	trtrtr		trtrtr	jtrtrtrtrtr	trtrtr	toronto	Manitoba	Canada		<input checked="" type="checkbox"/>
	ytytyt	106	ytyt	ytytyt	tytyty	tyty	Alberta	Canada		<input checked="" type="checkbox"/>

When you click on the **My Addresses** tab, you will be brought to this window. From here you can view, search, and add shipping addresses. Click on the icon to add a new shipping address.

Save

Cancel

Active: ☐

Locked: ☐

Name:

Address Code:

Close Time:

Customer No:

Street 1:

Street2:

Street3:

Street4:

City:

Province:

Country:

Postal Code:

Instructions:

Contact

Name:

Phone:

Email:

Fax:

Created By:

Date:

Updated By:

Date:

After clicking the icon, this window will open.

Here you can enter all the necessary information for the shipping address that is being added, as well as contact info at the bottom.

Once this has been filled out, ensure the **Active** box is checked off if the address is active, then click the **SAVE** icon at the top left to save the address into your address list.



## MY INVOICES

Here you can view all invoices, with created & effective & due dates, invoice #, reference, amount, taxes, and running balance.

Accounting									
Enter text to search... <a href="#">Search</a>									
GL Type	Created	Number	Reference	Effective	Due Date	Amount	Tax Amount	Total Amount	Running Balance
Invoice	11/29/2021	137087		11/22/2021	12/29/2021	18.00	2.34	20.34	-189.72
Payment	11/14/2021	1099	Cancelled	11/14/2021		100.00	0.00	100.00	197.00
Invoice	10/29/2021	3	UnDeposited	10/29/2021	11/28/2021	500.00	0.00	500.00	-210.06
Invoice	10/28/2021	2	UnDeposited	10/28/2021	11/27/2021	100.00	0.00	100.00	-710.06
Credit	10/15/2021		test	10/15/2021		454.00	0.00	454.00	-810.06
Credit	06/02/2021			06/02/2021		100.00	0.00	100.00	-356.06
Debit	06/02/2021			06/02/2021		7.91	0.00	7.91	-256.06
Payment	06/02/2021	1090		06/02/2021		7.91	0.00	7.91	-263.97
Debit	06/02/2021		Cancelled	06/02/2021		7.91	0.00	7.91	288.89
Payment	06/02/2021	1089	Cancelled	06/02/2021		7.91	0.00	7.91	297.00
Credit	04/08/2021			04/08/2021		299.00	0.00	299.00	-256.06
Payment	04/08/2021	1087		04/08/2021		1.00	0.00	1.00	42.94
Credit	04/08/2021		Cancelled	04/08/2021		299.00	0.00	299.00	-293.09
Payment	04/08/2021	1083	Cancelled	04/08/2021		1.00	0.00	1.00	5.91
Payment	01/25/2021	1036	555	01/25/2021		2.00	0.00	2.00	43.94
Payment	01/25/2021	1035	444	01/25/2021		1.00	0.00	1.00	46.94
Payment	01/25/2021	1034	333	01/25/2021		2.00	0.00	2.00	48.94
Payment	01/25/2021	1033	222	01/25/2021		1.00	0.00	1.00	48.94
Payment	01/25/2021	1032	123	01/25/2021		6.00	0.00	6.00	49.94
Payment	12/18/2020		Cancelled	12/18/2020		10.00	0.00	10.00	26.99
Payment	12/18/2020		Cancelled	12/18/2020		18.08	0.00	18.08	18.91
Payment	12/18/2020		Cancelled	12/18/2020		18.00	0.00	18.00	18.99
Payment	12/18/2020		Cancelled	12/18/2020		18.00	0.00	18.00	18.99
Payment	12/18/2020		Cancelled	12/18/2020		18.00	0.00	18.00	0.00
Payment	12/18/2020		Cancelled	12/18/2020		18.00	0.00	18.00	0.08
Payment	12/18/2020		Cancelled	12/18/2020		13.91	0.00	13.91	-19.91
Payment	12/18/2020		Cancelled	12/18/2020		6.00	0.00	6.00	-6.00
Payment	12/15/2020		678 Cancelled	12/15/2020				18.08	-117.91
Payment	12/15/2020		343 Cancelled	12/15/2020				16.95	-117.91
Payment	12/15/2020		345 Cancelled	12/15/2020				18.08	-117.91
Payment	12/15/2020	1019	678	12/15/2020				18.08	20.91
Invoice	12/15/2020	136185	Cancelled	12/15/2020	01/14/2021	16.00	2.08	18.08	-99.83
Invoice	12/15/2020	136184	UnDeposited	12/15/2020	01/14/2021	15.00	1.95	16.95	55.94
Invoice	12/15/2020	136183	UnDeposited	12/15/2020	01/14/2021	16.00	2.08	18.08	38.99



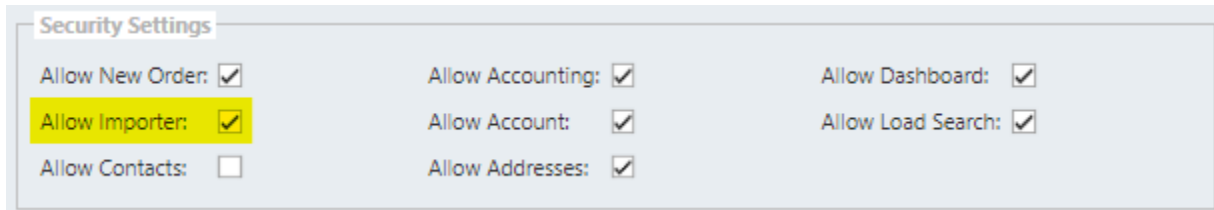
## TOOLS > IMPORTER

Select users might take advantage of the Importer for high-volume batch loads or even for high-volume orders that require spreadsheet load imports for quick and efficient batches.



**FOR ADMINS:** To enable the importer for a contact under your account, go to the **My Contacts** page (under **Customers**), then edit the user that you wish to enable the Importer for.

Once in the contact's settings, you will see the checkbox to **Allow Importer** under the *Security*:





## SETTINGS & FEATURES

Click **MENU** to hide/view the menu on the left of screen.

Click **HOME** to return to your assigned home page.

**YOUR LAST LOAD:** will display the last **Load #** that you created (for reference, and quick access)



Use the **LOAD # FIELD** to quickly find specific loads by #. If there is a change that is require to be made to an existing load, type it in here and press the **Search** key to quickly navigate to it.

Use the **REFERENCE # FIELD** to quickly find specific loads by reference number. Enter the reference # in this field, and press the **Search** key to quickly navigate to it.



## CHANGE PASSWORD

If a user wishes to change/reset their password, they can navigate to this page to do so. Changing a password requires entering the previous password as well, so ensure to keep personal passwords confidential and hidden.

Once all fields are correctly filled out, the password will be reset to the specified password.

The screenshot shows a web form titled "Change Password(\* Fields are required)". It contains four input fields: "Email: \*", "Old Password: \*", "New Password: \*", and "Confirm New Password: \*". Each field has a red exclamation mark icon to its right, indicating a required field. Below the fields is a "Submit" button.

## LOGOUT

When users are finished using the system, or will be stepping away from their open device, ensure to safely and securely log out to ensure account information and data remains confidential and secure.





**deliverysuite.com**

by Nology Solutions

*Enjoy using Delivery Suite!*

