

Order Manifest: Your Guide to Managing Deliveries

1. Executive Summary

The Order Manifest in the Delivery App is your go-to tool for managing and verifying your assigned deliveries. It's designed to make your work easier by providing a clear list of all orders, their status, and the actions you need to take. With the Order Manifest, you can efficiently track your progress, manage cash on delivery (COD) orders, and stay informed about your trip details, all in one place. This guide will show you how to use the Order Manifest to streamline your deliveries and ensure smooth operations.

2. Introduction

As a delivery person, you need a reliable way to keep track of your orders and manage your deliveries effectively. The Order Manifest addresses this need by providing a comprehensive overview of your assigned tasks.

What Problem Does It Solve?

- Keeps you organized by listing all assigned orders.
- Helps verify orders to prevent errors.
- Streamlines delivery workflow, saving you time and effort.

Why is this useful?

The Order Manifest helps you stay on top of your deliveries, ensuring accuracy and efficiency. This means fewer errors, faster deliveries, and a better overall experience for you and your customers.

Key Terms:

- **Order Manifest:** A detailed list of orders assigned to a delivery person.
- **COD:** Cash on Delivery, where customers pay upon receiving their order.
- **ETA:** Estimated Time of Arrival, providing an estimate of when you'll arrive at a destination.

3. Main Content (User-Focused Sections)

What This Means for You

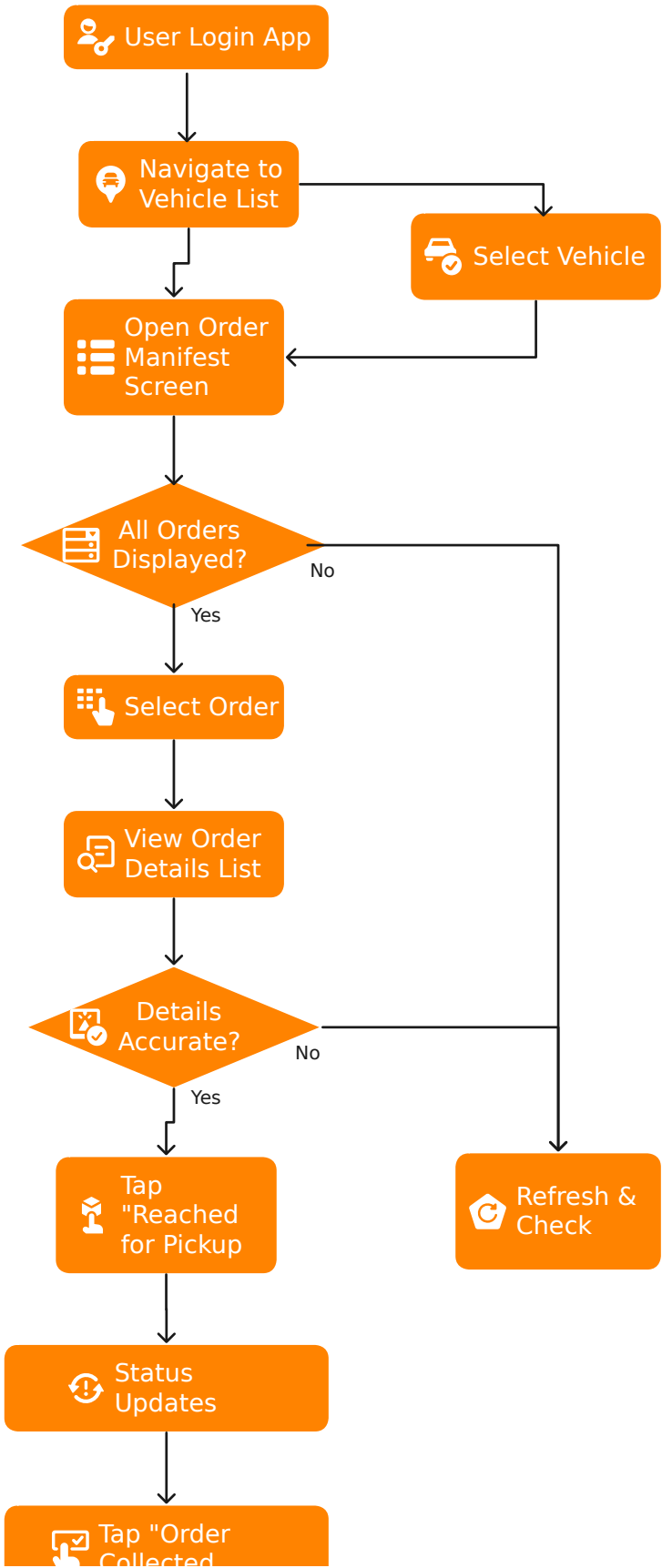
The Order Manifest simplifies your daily tasks by:

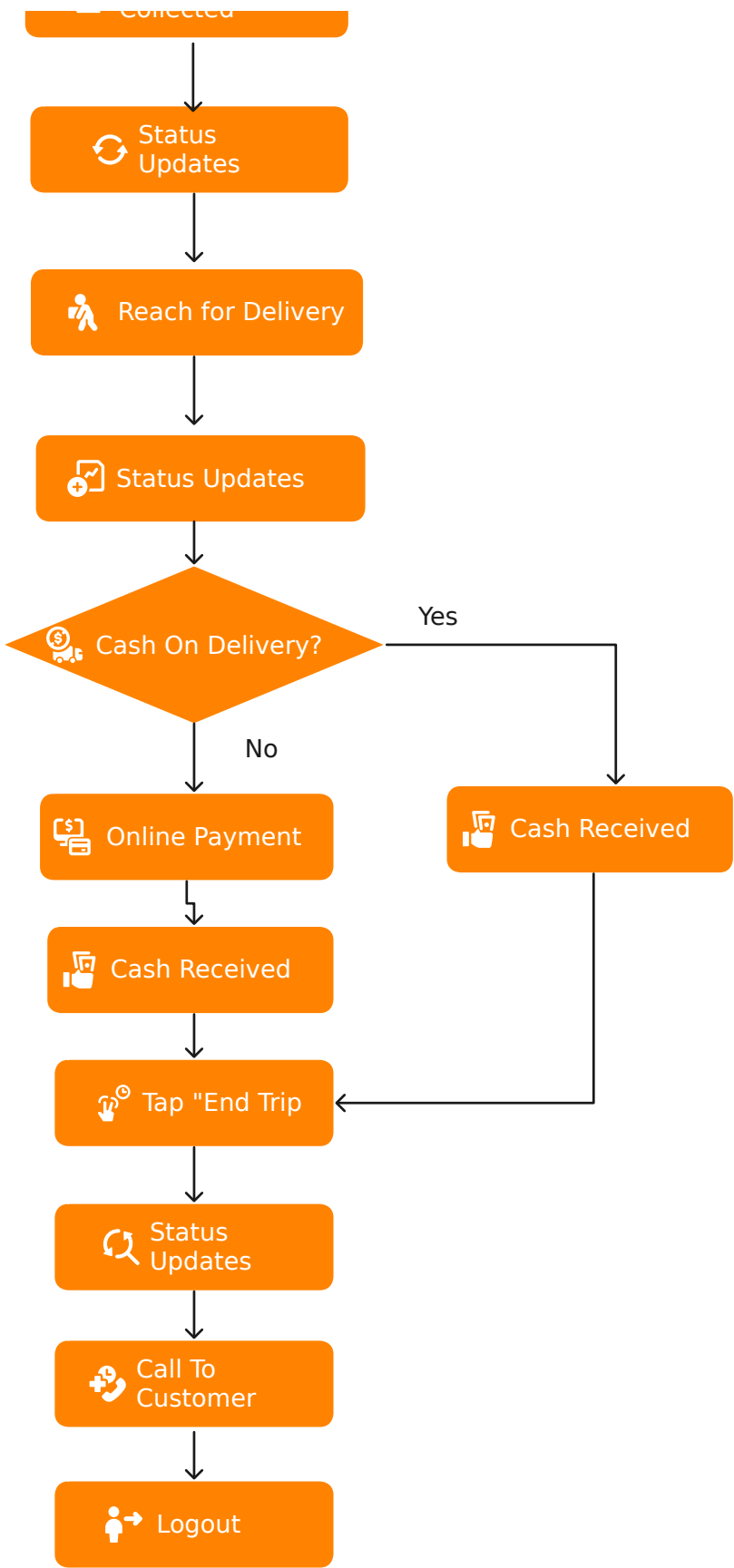
- Providing a clear overview of all your deliveries.
- Guiding you through each step of the delivery process.
- Allowing you to manage COD orders efficiently.
- Helping you stay on schedule with estimated arrival times.

How It Works

The Order Manifest gathers all your assigned orders into one screen. It allows you to see the status of each order, manage pickups and deliveries, and handle any cash transactions. The app uses real-time updates to keep the information current, helping you stay on track throughout your trip.

Delivery App Order Manifest Flowchart





Flow Chart Explanation:

The flow chart illustrates the typical delivery process, which starts with order assignment, then navigates through the app to display order details, tracks progress, manages any cash transactions (COD), and

ends with completion status. This helps you understand where the order is in the delivery pipeline and what actions you need to take.

Getting Started

1. **Access the Order Manifest:** Click the menu icon (three lines) on the main screen or Navigator page.
2. **Select "Order Manifest":** Choose "Order Manifest" from the menu to view your list of orders.
3. **Review Your Orders:** Check the list to see all assigned deliveries and their current status.

Key Features You'll Use

- **Order List:** A comprehensive list of all assigned orders.
- **Status Updates:** Real-time status updates for each order (e.g., "Pending," "In Progress," "Completed").
- **"Reached for Pickup" Button:** Available once the trip starts, allowing you to log your arrival time at the merchant's location (See: *Screenshot: 4*). **Click this button when you arrive to document your arrival time.**
- **"Cash Received" Button:** Appears for COD orders after marking the delivery as reached. **Confirm cash receipt before clicking "Deliver Order" (See: *Screenshot: 5*).**
- **"Call" Button:** Allows you to directly contact the Dispatch Customer (See: *Screenshot: 6*). **Use this to communicate any issues or updates.**
- **Trip Summary:** Provides an overview of your trip, including the number of deliveries, progress, and estimated completion time.
- **"End Trip" Button:** Becomes visible once all merchant collections and customer deliveries are completed (See: *Screenshot: 2*). **Click this button to finalize your trip.**

Common Scenarios

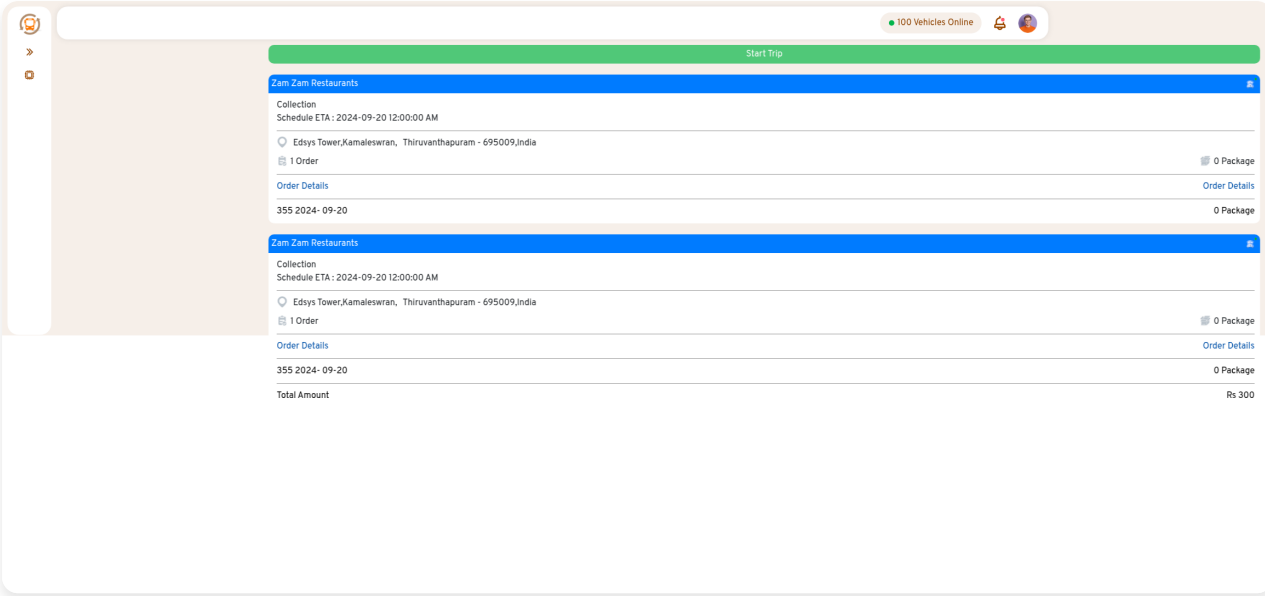
- **Starting a Trip:**
 - Once your trip is scheduled, the "Start" button will appear. **Ensure you have a stable internet connection to start the trip.** If the button doesn't appear, try restarting the app or contacting support.
- **Arriving at a Merchant:**
 - After starting the trip, click the "Reached for Pickup" button upon arrival at each merchant location. This logs your arrival time accurately.
- **Handling COD Orders:**
 - For COD orders, the "Cash Received" button appears after marking the delivery as reached. **Always confirm receipt of cash before clicking "Deliver Order."**
- **Completing a Delivery:**
 - After completing all pickups and deliveries, navigate to the Order Manifest screen. The "End Trip" button will be visible. **Click this button to end the trip.**
- **Internet Connectivity Issues:**
 - If you lose internet connectivity, the app will notify you that a connection is needed to start or end the trip. Once the connection is restored, your offline activities will sync automatically.

What to Expect

- **Clear Order Overview:** You'll see all your assigned orders listed with their status.
- **Real-Time Updates:** The app updates order status, ETAs, and other information in real time, keeping you informed.
- **Easy Navigation:** The Order Manifest is designed to be user-friendly, with clear buttons and straightforward navigation.

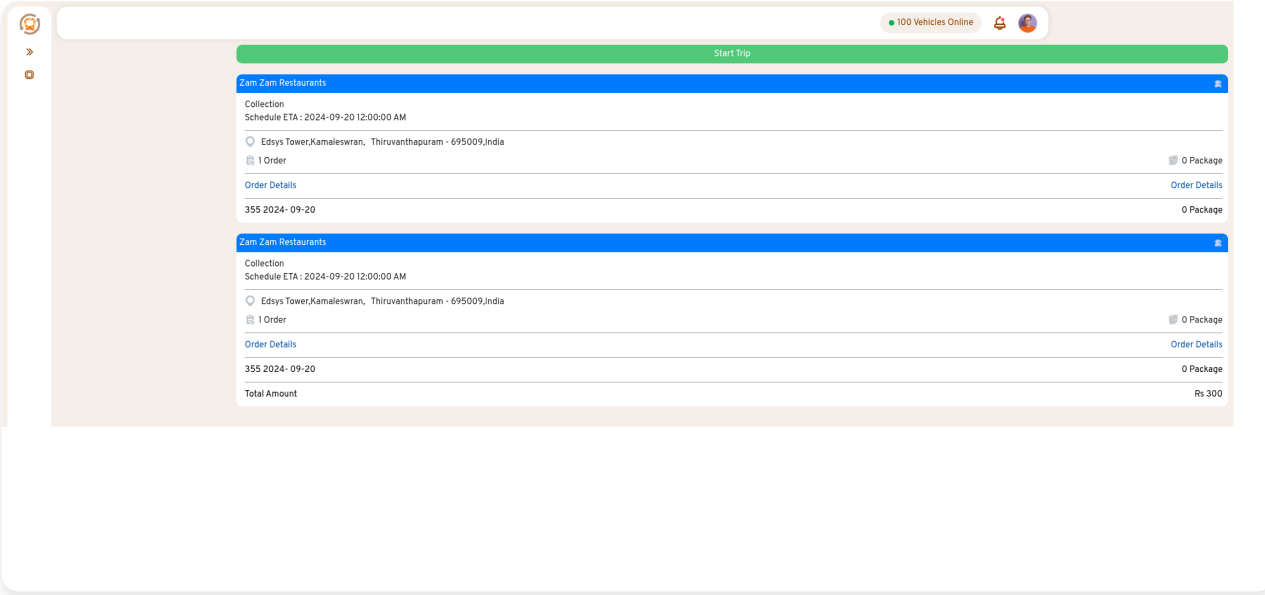
4. Visual Elements & Supporting Information

Screenshot1:OrderManifestCheckView



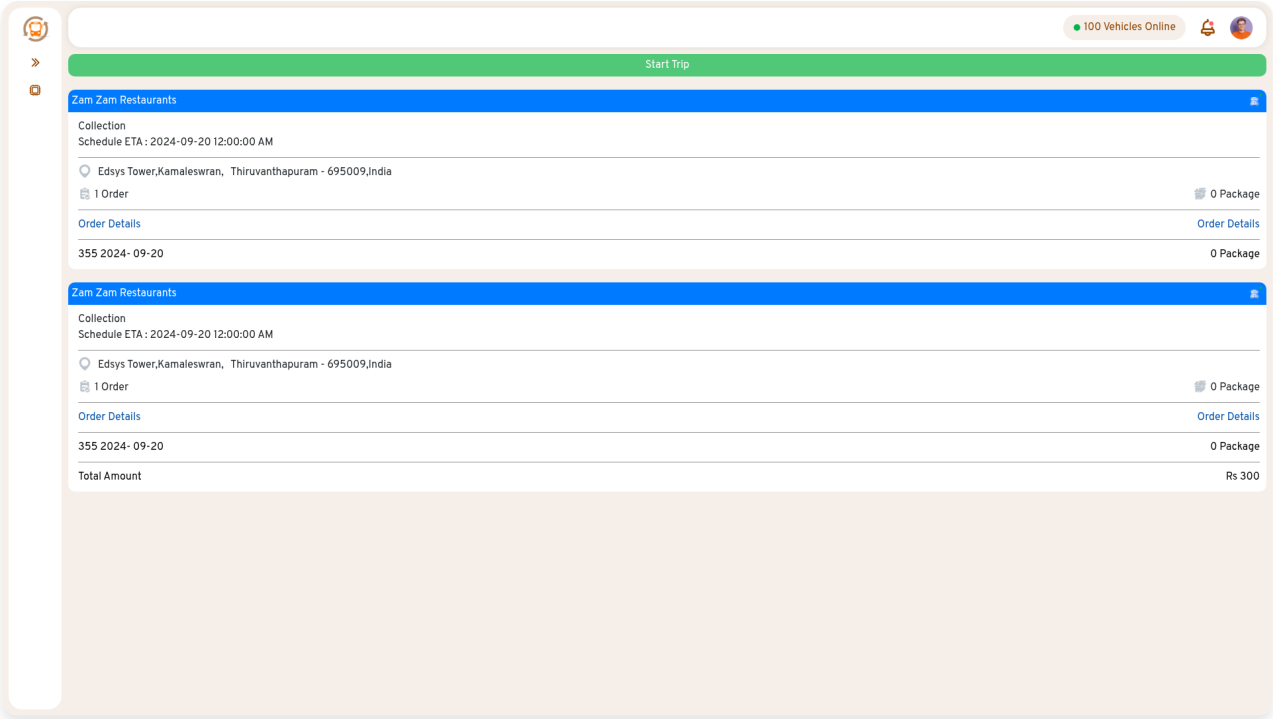
This screenshot shows the Order Manifest view, where you can check all your assigned orders.

Screenshot2:TripEnd



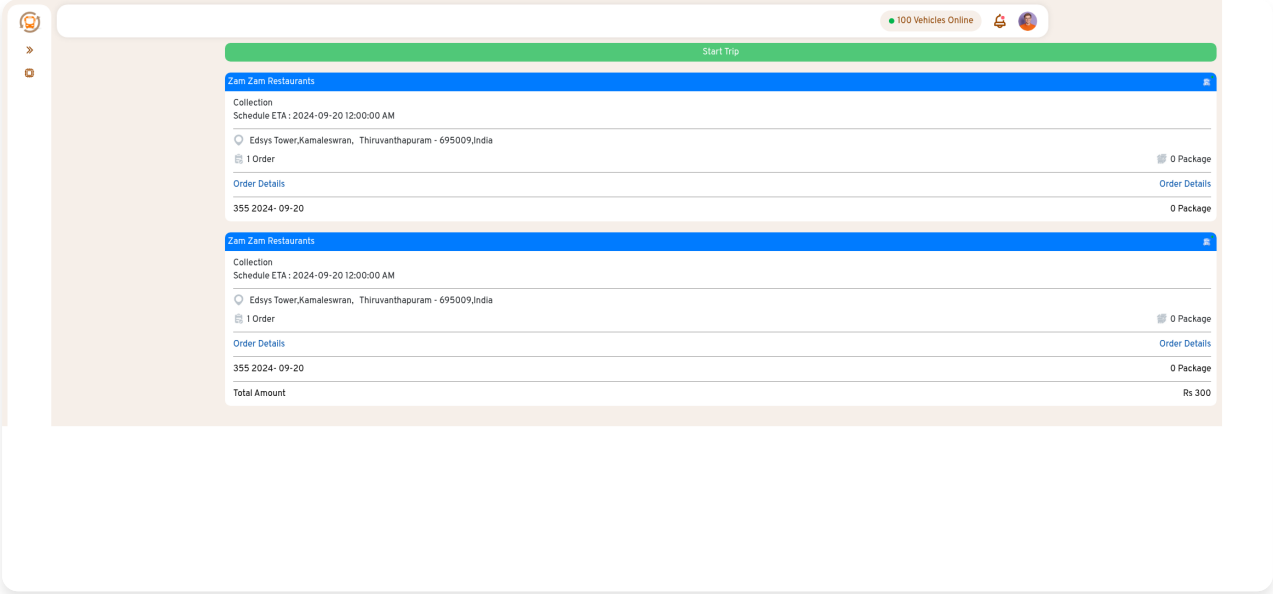
This screenshot shows the "End Trip" button, which appears after all deliveries are completed.

Screenshot3:InternetConnectionDetailsView



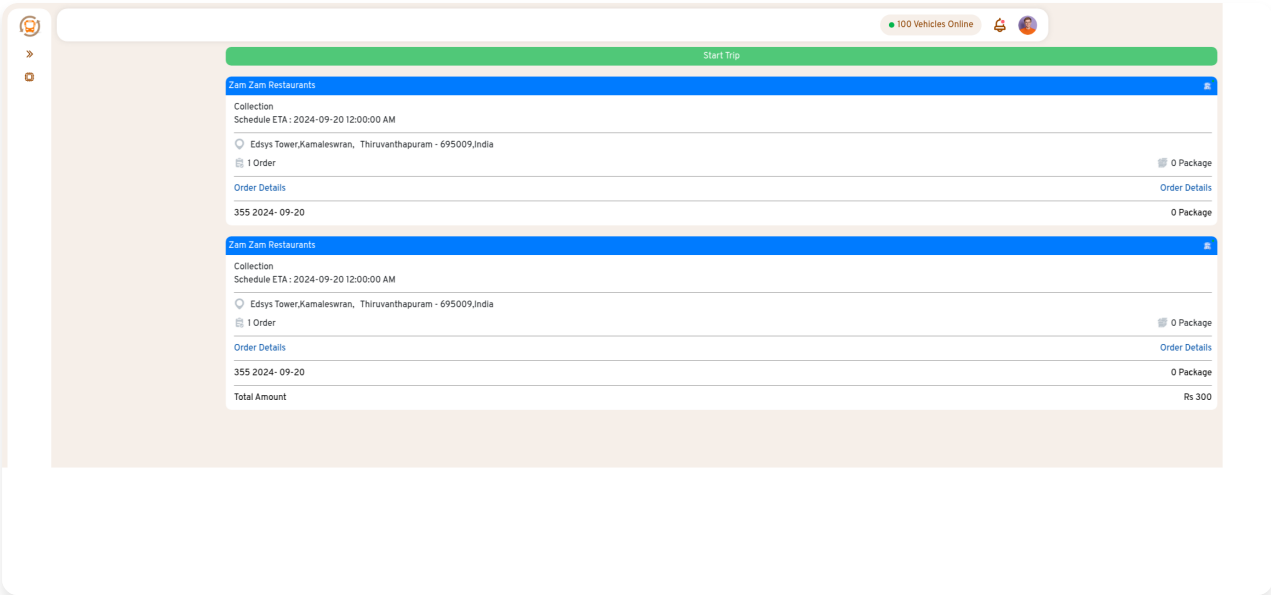
This screenshot shows a reminder to check your internet connection.

Screenshot4:TripReachedForPickup



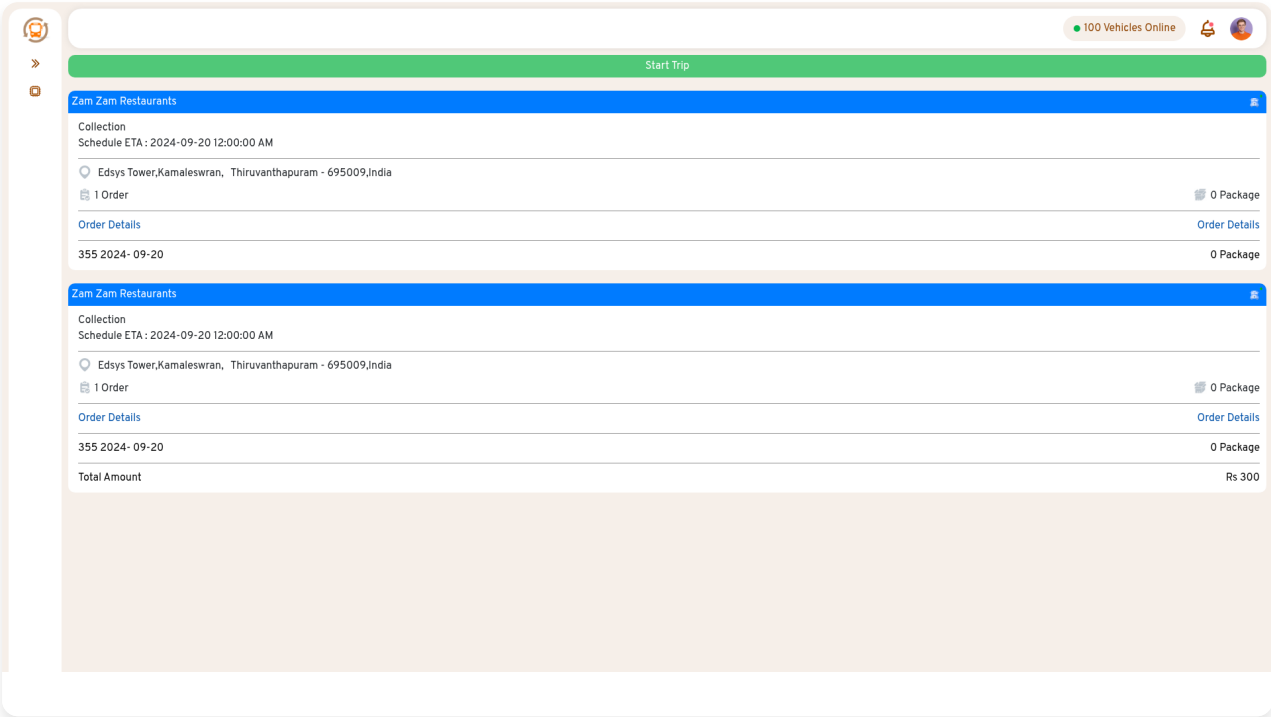
This screenshot shows the "Reached for Pickup" buttons.

Screenshot5: TripCashReceived



This screenshot shows the "Cash Received" button for COD orders.

Screenshot6: TripCall



This screenshot shows the "Call" button.

5. Summary & Benefits

The Order Manifest is your essential tool for managing deliveries efficiently. By using the Order Manifest, you can:

- Stay organized with a clear list of all assigned orders.

- Save time by streamlining your delivery workflow.
- Reduce errors through accurate order verification.
- Manage COD orders effectively.
- Stay informed with real-time status updates.

These benefits help you achieve your goals of delivering orders accurately and on time, leading to greater efficiency and customer satisfaction.