

Order Manifest: Your Guide to Efficient Deliveries

1. Executive Summary

This guide explains how to use the Order Manifest feature in your delivery app. The Order Manifest is your central hub for managing and completing deliveries efficiently. It provides a clear overview of your assigned orders, helps you track your progress, and ensures accurate delivery execution. By using the Order Manifest, you can streamline your workflow, reduce errors, and complete more deliveries on time.

2. Introduction

Tired of juggling multiple order details and struggling to keep track of your deliveries? The Order Manifest is designed to solve these problems. This feature gives you a consolidated view of all your assigned orders, making it easier to manage your daily deliveries. This guide will walk you through everything you need to know to use the Order Manifest effectively.

What is Order Manifest? Simply put, it's a list of all the orders assigned to you for delivery. It's your roadmap for the day.

3. Main Content (User-Focused Sections):

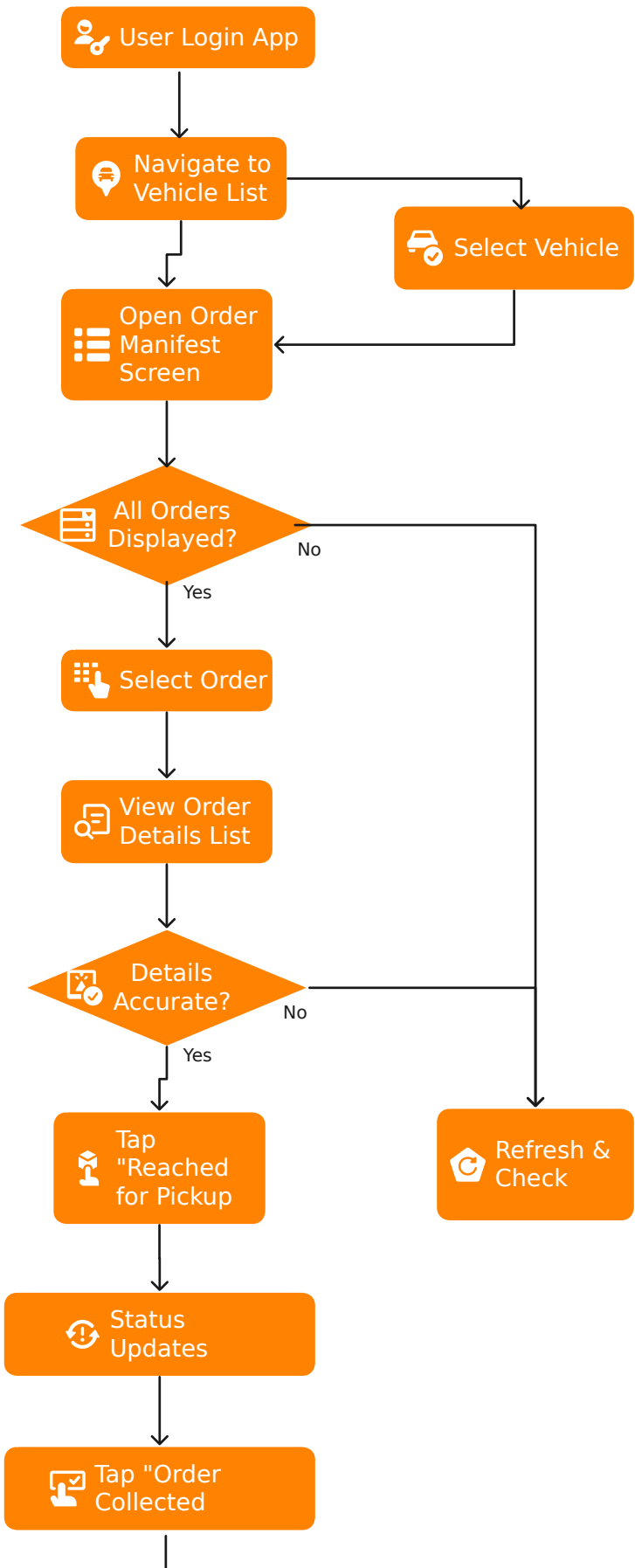
What This Means for You

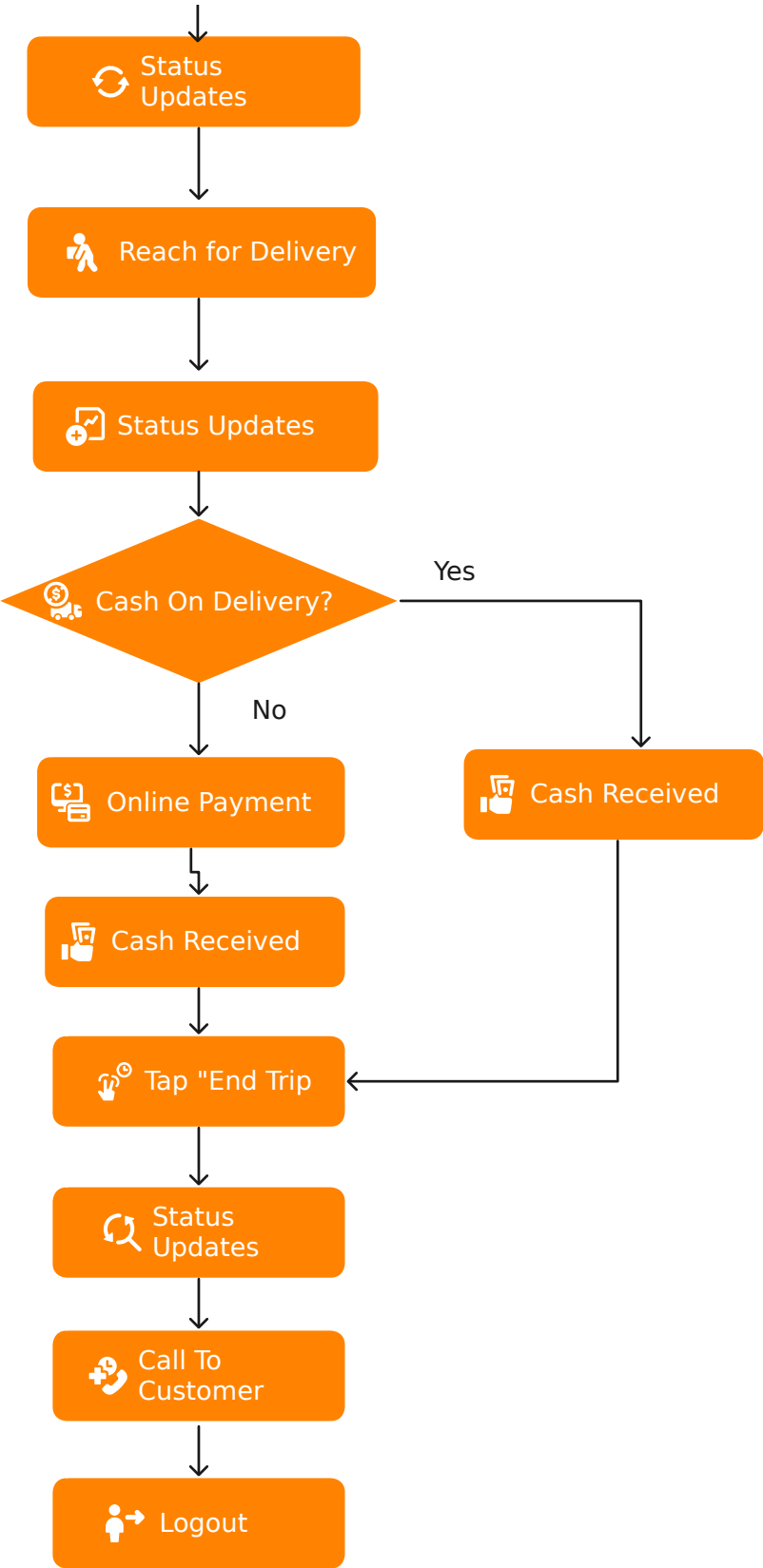
- **Stay Organized:** See all your orders in one place.
- **Save Time:** Quickly access key information without searching through multiple screens.
- **Reduce Errors:** Ensure accurate deliveries by having all the details at your fingertips.
- **Improve Efficiency:** Complete more deliveries on time with a streamlined workflow.

How It Works

The Order Manifest gathers all your assigned delivery orders into a single, easy-to-read list. Each order displays key details such as customer name, delivery address, and order status. The app dynamically updates order statuses as you progress through your deliveries, providing real-time tracking.

Delivery App Order Manifest Flowchart





Relevance of Flow Chart: The flow chart shows the general path a driver will take within the Order Manifest sub-module, showing the main functions available.

Getting Started

- 1. **Access the Order Manifest:** From the main screen, click the **menu icon (three lines)**.

- 2. **Select "Order Manifest":** Choose this option from the menu to view your assigned orders.
- 3. **Review Your Orders:** The Order Manifest screen will display a list of all your current deliveries.

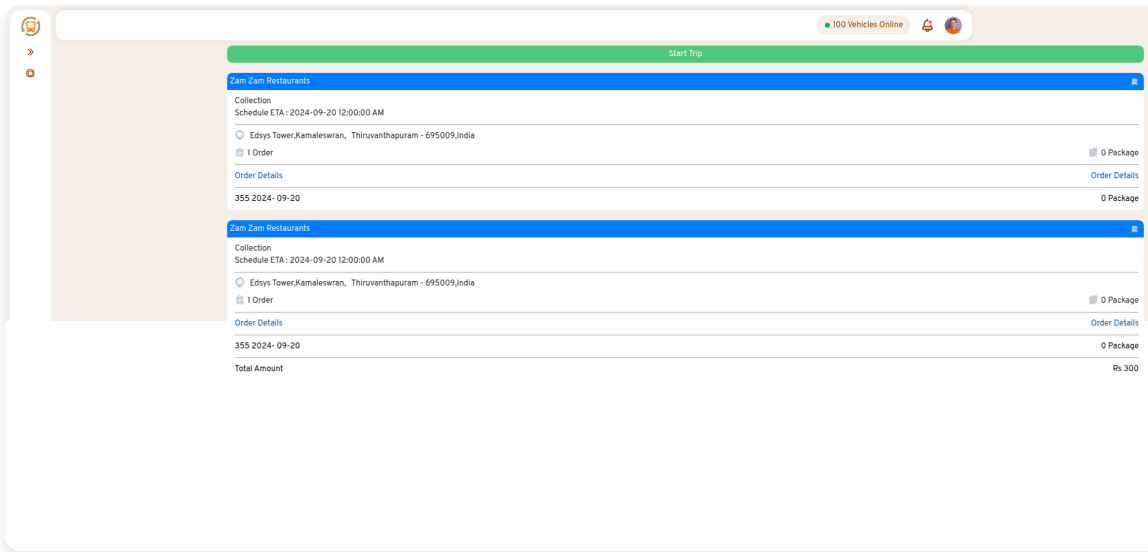
Key Features You'll Use

- **Start Trip Button:** Initiates the trip and makes the "Reached for Pickup" buttons visible.
- **Reached for Pickup Button:** Click this when you arrive at the merchant location.
- **Cash Received Button (for COD orders):** Confirm receipt of cash before marking the order as delivered.
- **Deliver Order Button:** Completes the delivery process.

- **Call Button:** Allows you to directly contact the Dispatch Customer.

Common Scenarios

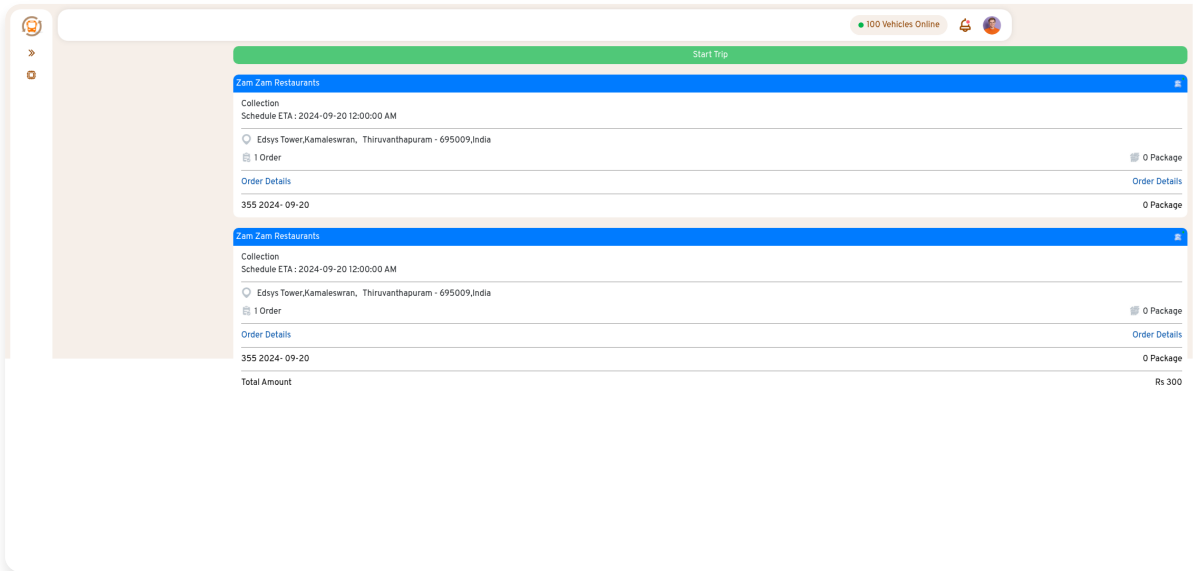
- **Starting Your Day:**
 1. Log in to the app.
 2. Select your vehicle from the list.
 3. Ensure your driver status is set to "Duty On."
 4. Select your assigned trip.
 5. You will be directed to Order Manifest screen.
 6. Click the **Start Trip** button to begin.
- **Picking Up Orders:**
 1. Navigate to the Order Manifest screen.
 2. Upon arrival at the merchant, tap the **Reached for Pickup** button.
- **Delivering COD Orders:**
 1. Once the delivery is marked as reached, tap the **Cash Received** button.
 2. Confirm the cash amount.
 3. Click the **Deliver Order** button.
- **Contacting the Dispatch Customer:**
 1. On the Order Manifest screen, tap the **Call** button to contact the Dispatch Customer.
- **Ending Your Trip:**
 1. Ensure all deliveries are completed.
 2. Navigate to the Order Manifest screen.
 3. Click the **End Trip** button.



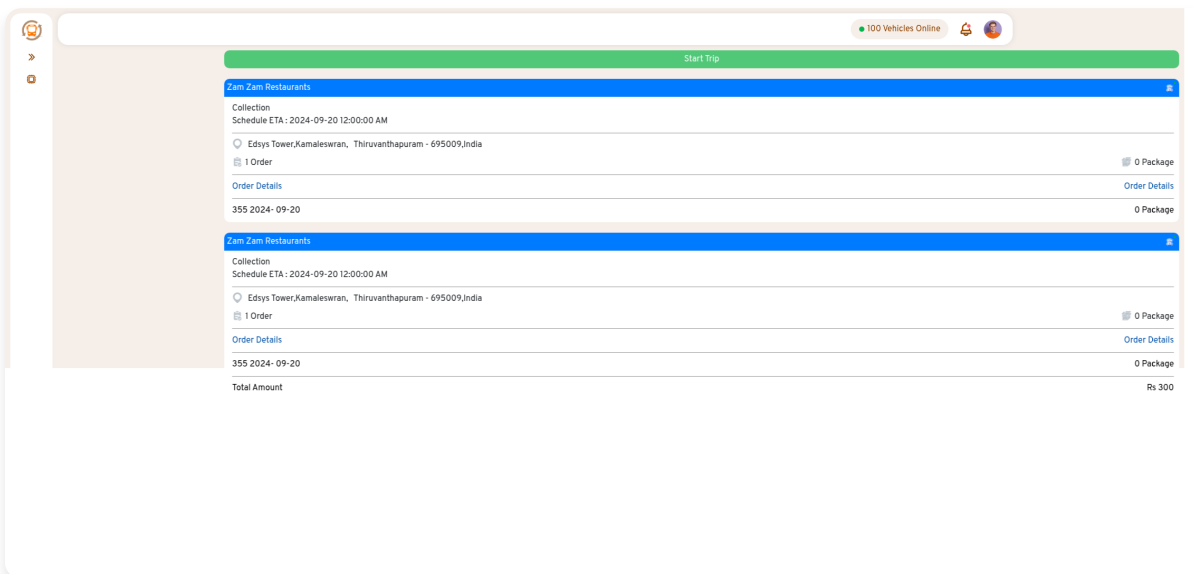
What to Expect

- **Clear Order Information:** You'll see a list of your assigned orders with key details.

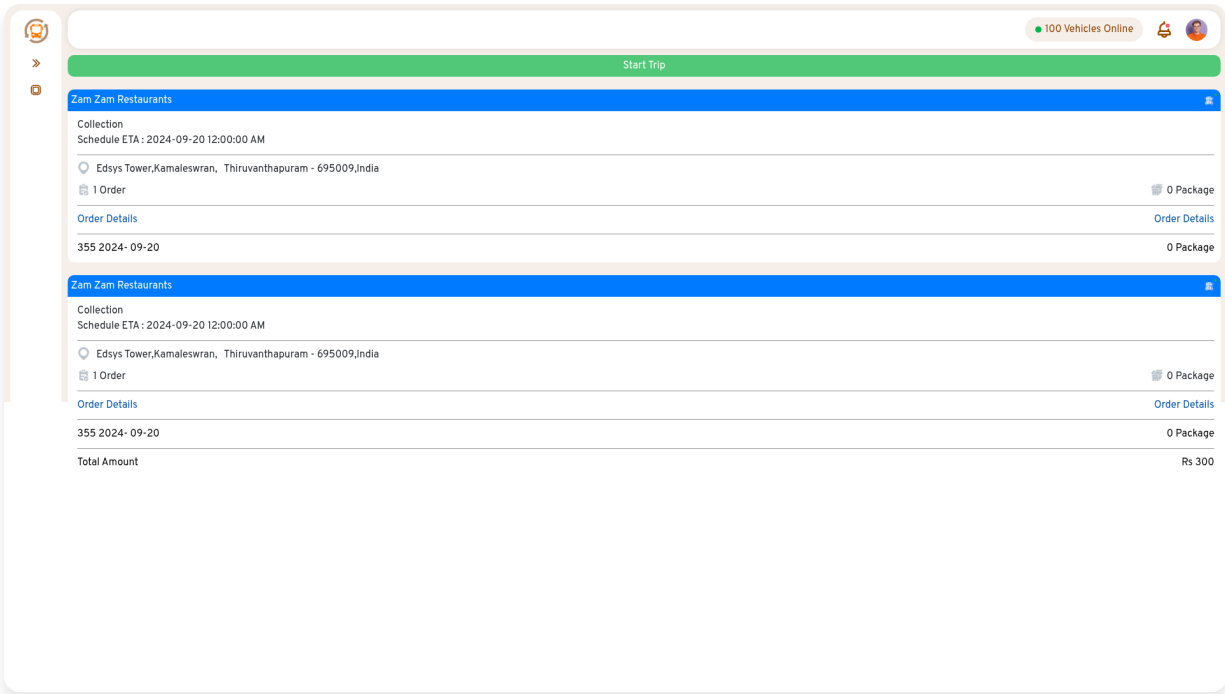
- **Real-Time Updates:** Order statuses will update automatically as you complete each step.



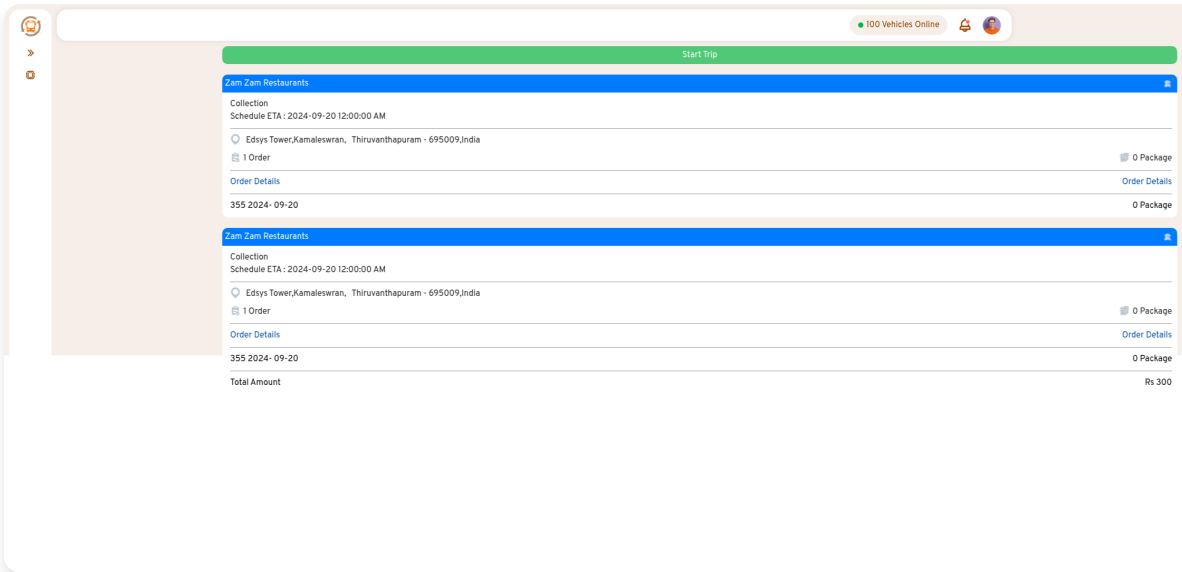
- **Easy Navigation:** The app is designed to be intuitive and easy to use.
- **Connectivity Notifications:** The app will alert you if internet connectivity is needed to start or end a trip.



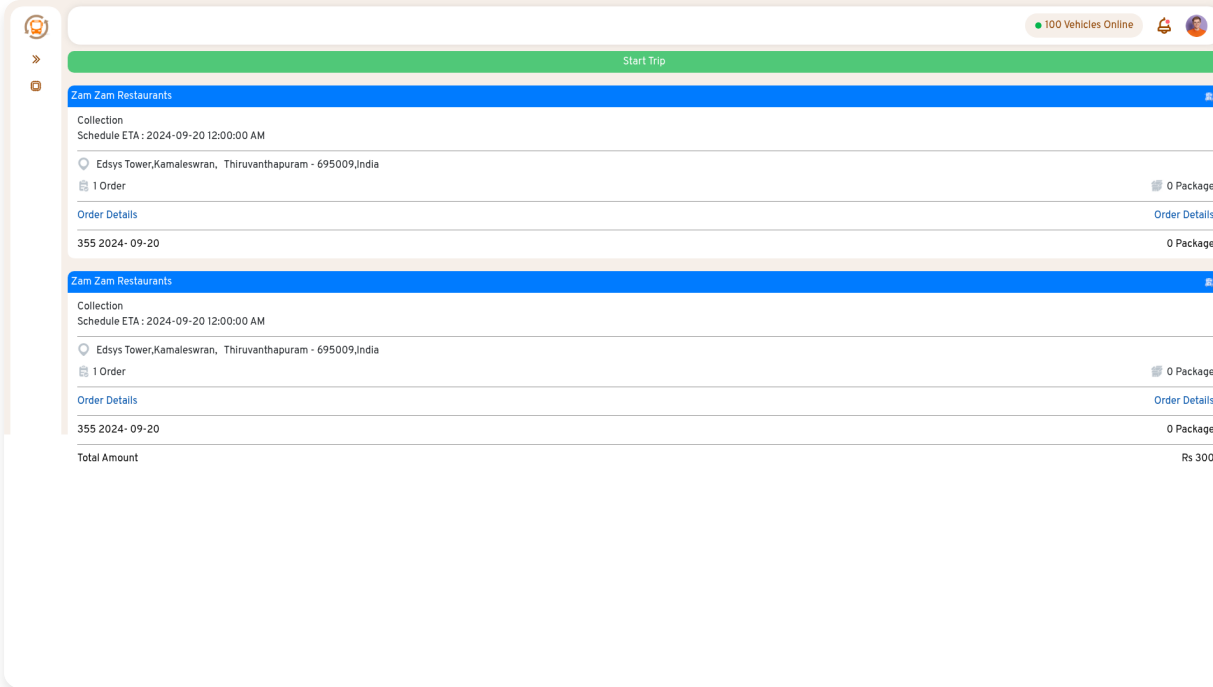
- **"Reached for Pickup" Button:** You can access the "Reached for Pickup" button once the trip has started and you've arrived at the merchant location. Selecting this button documents the time of arrival at the merchant's location.



- **Cash Received:** For COD orders, a "Cash Received" button appears on the screen once the delivery is marked as reached. Users must confirm receipt of cash prior to clicking "Deliver Order."



- **Call:** You can contact the Dispatch Customer using the call feature in our app. Simply navigate to the Order Manifest screen and click the Call button to initiate the call."



4. Visual Elements & Supporting Information

- The screenshots illustrate the key screens and interactions within the Order Manifest feature. These visuals help you understand the steps involved in managing your deliveries.

5. Summary & Benefits

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

- **Improve Organization:** Keep all your orders in one place.
- **Save Time:** Quickly access and update order information.
- **Reduce Errors:** Ensure accurate deliveries and customer satisfaction.
- **Streamline Workflow:** Make the delivery process faster and more efficient.

Take advantage of the Order Manifest to optimize your delivery performance and achieve your goals.