

Order Manifest: Your Guide to Efficient Deliveries

1. Executive Summary

The Order Manifest is your central hub within the Delivery App for managing your assigned deliveries. It provides a clear, organized list of all your orders, helping you stay on track and complete your deliveries efficiently. This guide will show you how to use the Order Manifest to start and end your trips, manage pickups and deliveries, and handle cash-on-delivery (COD) orders, leading to smoother workflows and faster completion times.

2. Introduction

As a delivery driver, you need a reliable way to view and manage your assigned orders. The Order Manifest solves this problem by providing a comprehensive list of your deliveries, allowing you to track your progress and ensure accuracy. This guide will walk you through using the Order Manifest, making your delivery process easier and more efficient. We'll focus on practical steps you can take to use the tool effectively.

What you'll learn:

- How to access and navigate the Order Manifest
- How to start and end your trips
- How to manage merchant pickups and customer deliveries
- How to handle Cash on Delivery (COD) orders
- What to do in common scenarios

3. Main Content (User-Focused Sections)

What This Means for You

The Order Manifest empowers you to:

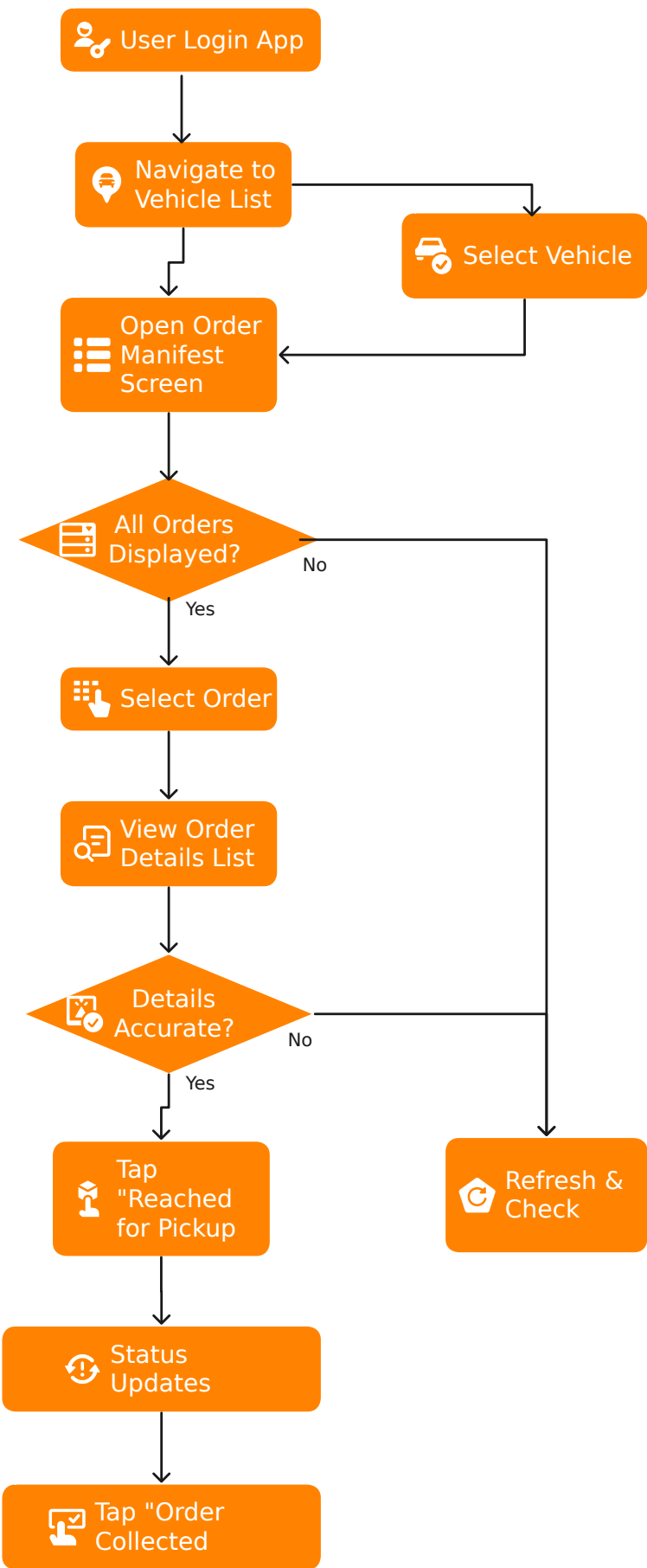
- **See all your assigned orders at a glance.**
- **Start and end trips with ease.**
- **Accurately track your progress with real-time updates.**
- **Efficiently manage COD orders.**
- **Quickly contact dispatch with any questions.**

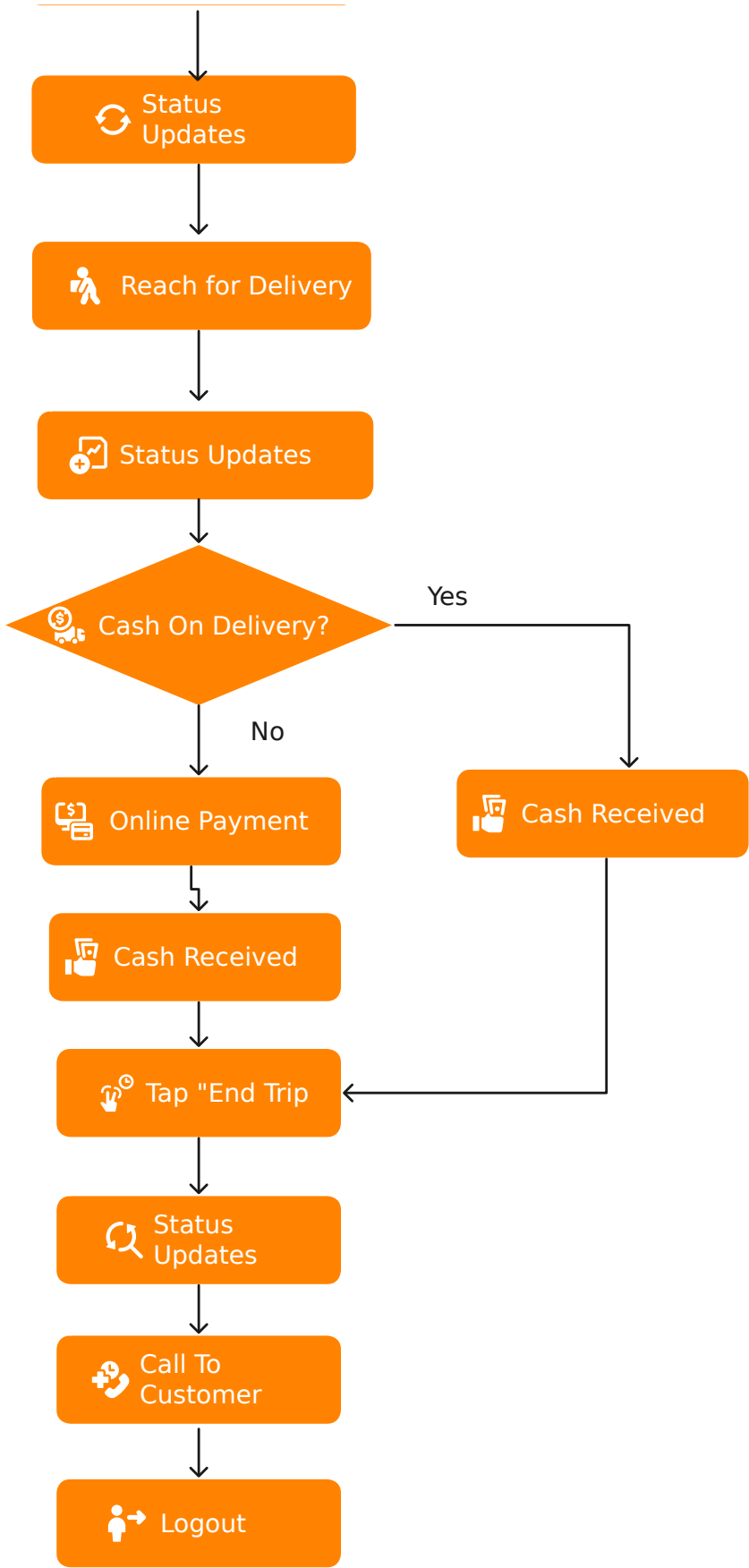
How It Works

The Order Manifest acts as a dynamic checklist for your deliveries. It displays a list of all the orders assigned to you, along with their current status (e.g., Pending, In Progress, Completed). As you complete each step of the delivery process - from picking up orders at a merchant location to delivering them to customers - you update the order status within the Order Manifest. This ensures that everyone stays informed about the progress of your trip.

Here's a simple visual of the typical flow:

Delivery App Order Manifest Flowchart





The flowchart illustrates the core steps of a delivery trip, from selecting the trip to completing all tasks and ending the trip.

Getting Started

1. **Log in** to the Delivery App.
2. Go to first **vehicle list** to select your vehicle.
3. Make sure **driver status** duty on.
4. Move to the **trip selection** screen.

- 5. **Select your trip.**
- 6. Click the **menu icon** (three lines) on the main screen or Navigator page.
- 7. Select **"Order Manifest"** to view your orders.

Key Features You'll Use

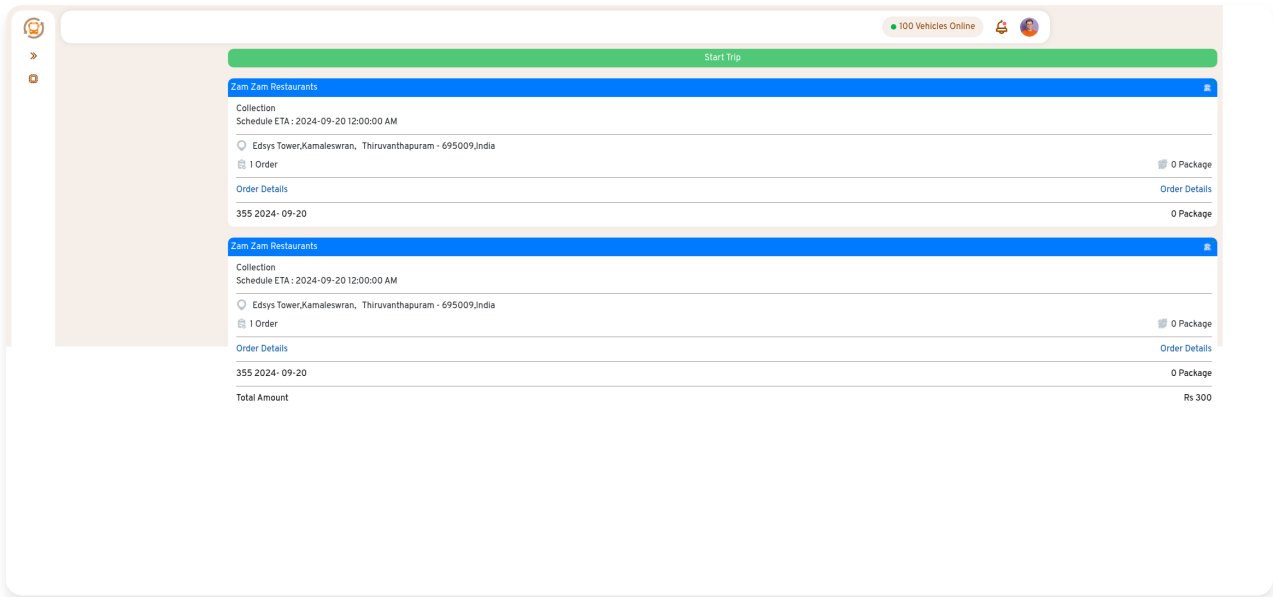
- **Order List:** Displays all your assigned orders with key details like customer name, delivery address, and order status.
- **Start Trip Button:** Initiates your delivery trip (visible after all checks are complete).
- **Reached for Pickup Button:** Click this when you arrive at a merchant location to pick up an order.
- **Cash Received Button (for COD orders):** Appears after delivery, confirm receipt of cash before marking the order as complete.
- **Deliver Order Button:** Click this to mark an order as delivered.
- **End Trip Button:** Completes your trip and submits your delivery data (visible after all orders are completed).
- **Call Button:** Contact the Dispatch Customer directly.

Common Scenarios

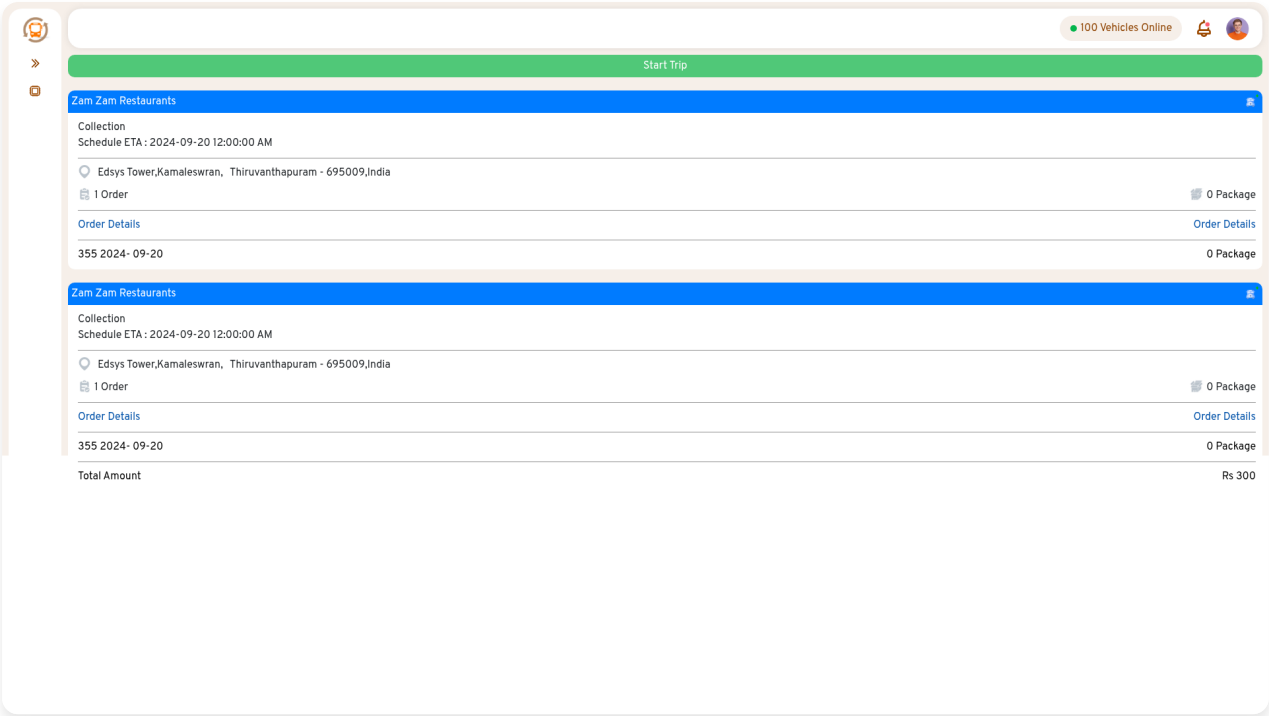
- **Starting Your Day:** After logging in and selecting your vehicle, navigate to the Order Manifest and tap the **"Start Trip"** button.
- **Picking Up an Order:** When you arrive at a merchant, tap the **"Reached for Pickup"** button to log your arrival time.
- **Delivering an Order:** Once the delivery is reached for COD orders, the **"Cash Received"** button will appear. Confirm you've received the cash, then tap **"Deliver Order"** to complete the delivery.
- **Completing Your Trip:** After all orders are delivered, navigate to the Order Manifest and tap the **"End Trip"** button.
- **Contacting Dispatch:** If you have questions or issues, use the **"Call"** button to contact the Dispatch Customer.

What to Expect

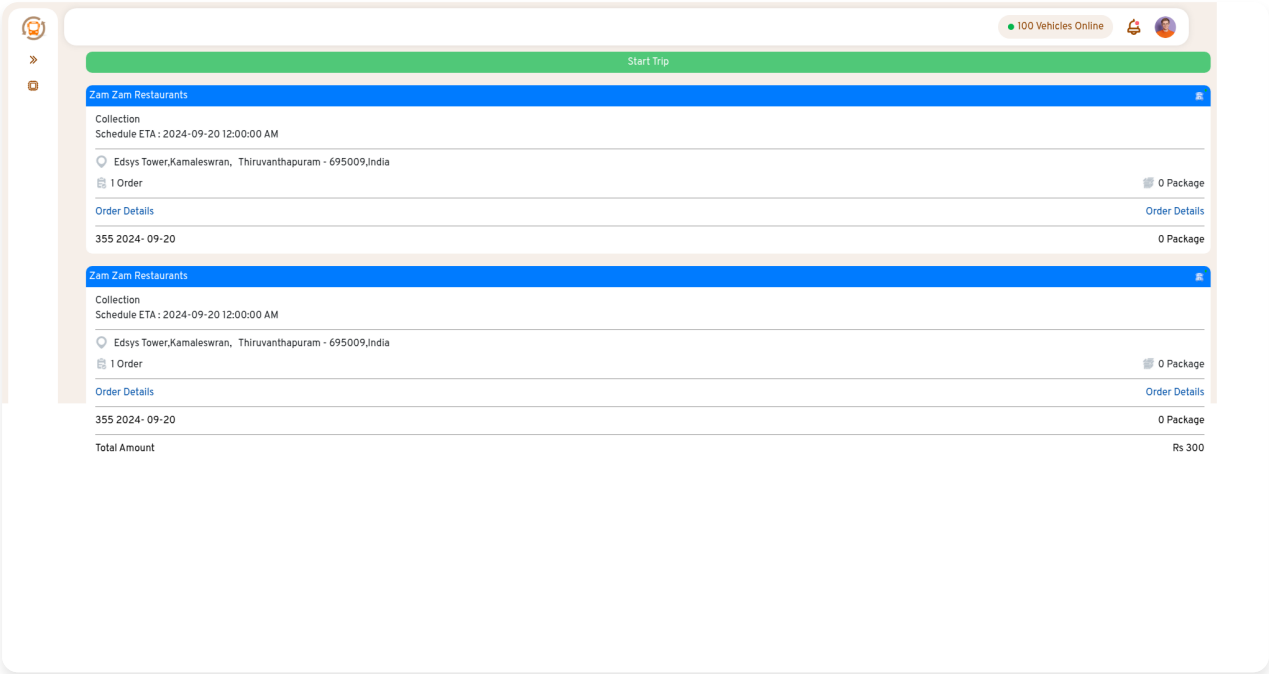
- **Clear Order List:** A comprehensive view of all your assigned deliveries.



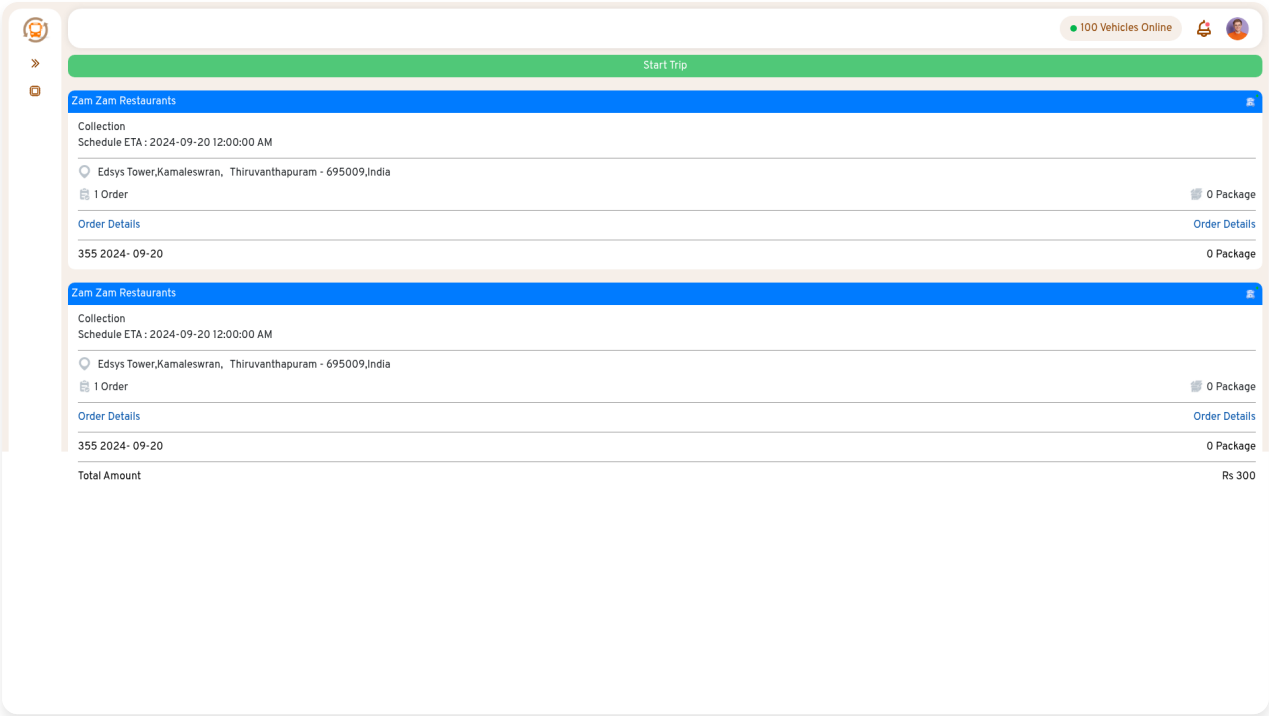
- **Real-Time Updates:** The Order Manifest will update as you complete tasks, providing a clear picture of your progress.



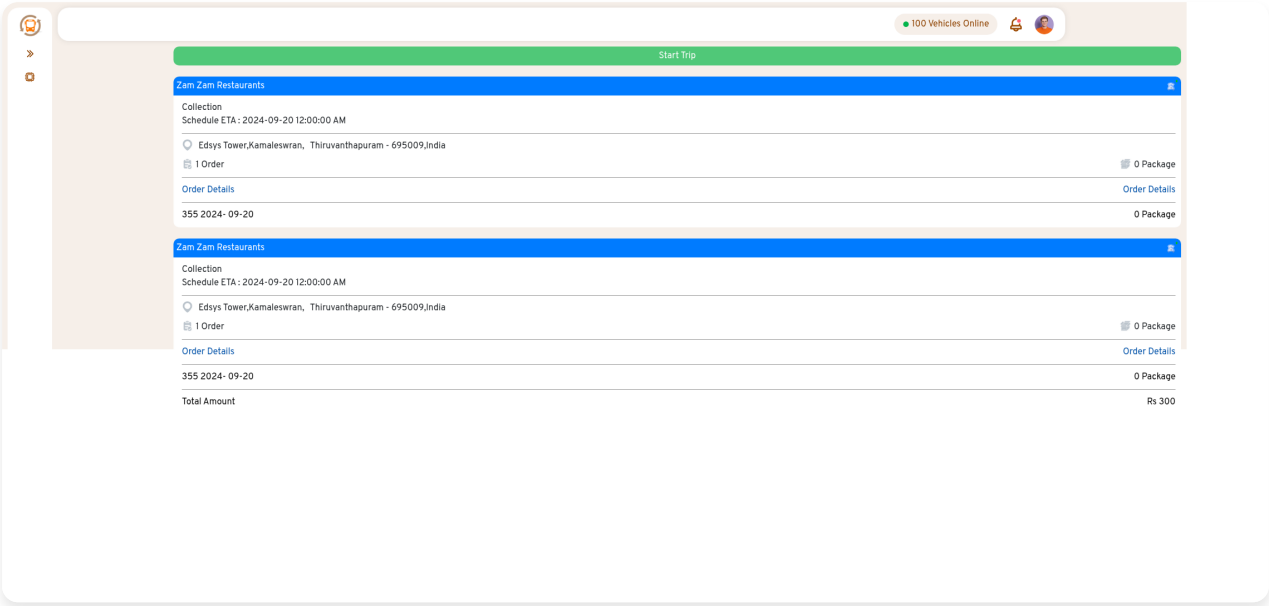
- **Easy COD Management:** Simplified process for handling cash transactions.



- **Streamlined Communication:** Quick access to Dispatch for support.



- **Trip Completion:** Seamlessly end your trip after the completion of all tasks and update.

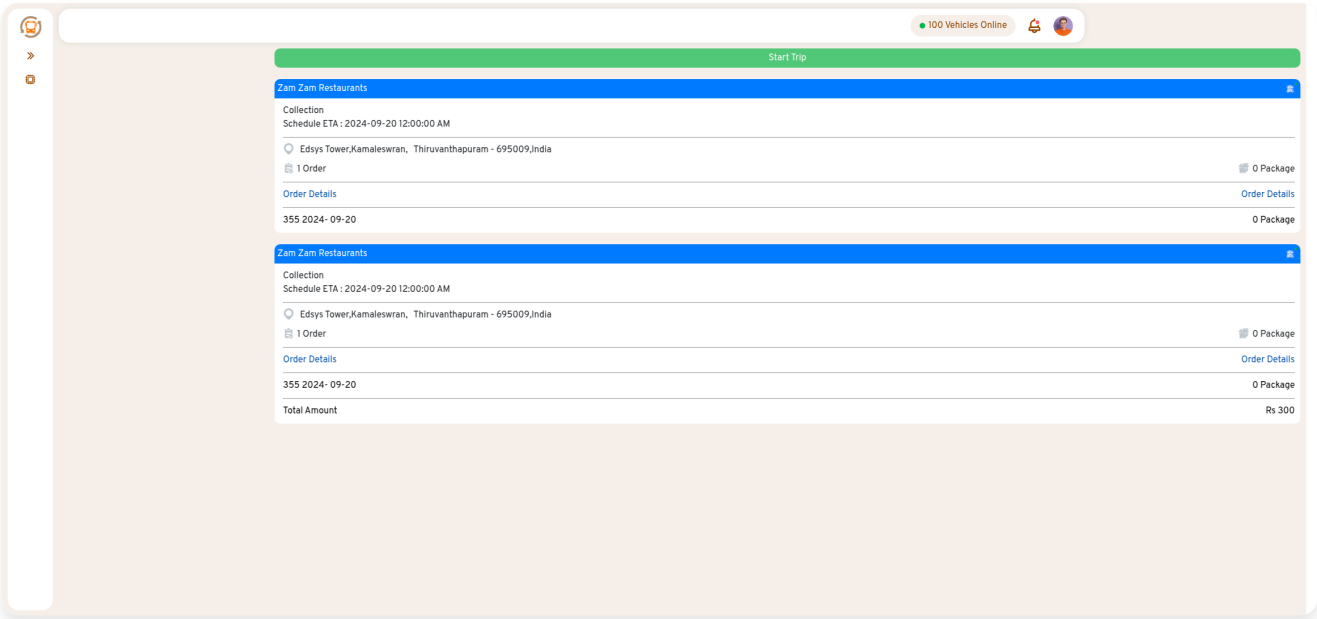


4. Visual Elements & Supporting Information

The screenshots provide visual guidance on key interactions within the Order Manifest:

- **Order List:** Shows how your orders are organized within the app.
- **Reached for Pickup:** Illustrates the button you'll use upon arriving at a merchant.
- **Cash Received:** Demonstrates how to confirm cash collection for COD orders.
- **Call Button:** Where to tap to contact Dispatch.
- **End Trip:** Shows the final step for completing your trip.

If you lose internet connectivity, the app will save your changes and sync them once a connection is restored. The app will automatically sync your offline activities, and you may receive a notification confirming that your trip data has been updated.



5. Summary & Benefits

The Order Manifest is designed to simplify your delivery workflow, providing you with the tools you need to manage your orders efficiently. By using the Order Manifest, you can:

- **Reduce Errors:** Ensure accurate deliveries by tracking each order's status.
- **Save Time:** Streamline your workflow with easy-to-use features.
- **Improve Communication:** Stay connected with dispatch for quick support.
- **Complete More Deliveries:** Optimize your route and workflow for maximum efficiency.