


POD Documentation

Box Creation Method 1 (Automatic)

When a delivery note is printed, a barcode is added to the printout, which can be scanned by the mobile application.



Alt. Company Name here...
 Address Line 1
 Address Line 2
 Address Line 3
 Postcode
 T:
 W: web url here...
 E: email address here...
DELIVERY ADDRESS:
 52 MACE ROAD
 REYNISHAM
 BRISTOL
 BS32 1HF
 01234 12345678

DELIVERY NOTE

DESPATCH NO: 2369:1 PAGE: 1 of 1
 ORDER DATE: 08/11/2019
 DELIVERY DATE:
 ORDER REF: COUNTER
 ACCOUNT NO: 0001
 RAISED BY: CHLOE WADSWORTH

Copy

LINE	PRODUCT	DESCRIPTION	PER	ORDERED	SUPPLIED	TO FOLLOW	COMMENT
1	0031:1	OAKLEY COLLECTION BATH	1	1	1	0	
2	0032:1	OAKLEY SUITE SINK	1	1	1	0	
3	0034:1	OAKLEY SILVER MTX TAPS	1	1	1	0	


INSTRUCTIONS:

RECEIVED IN GOOD CONDITION:

SIGNED:

PRINT NAME:

DATE:



* 2 3 6 9 1 1 8 0 1 *

Registered in England No: 0754733 VAT Registration No: GB xxxxxxxx Goods supplied are subject to our Terms and Conditions of Sale, copies available on request E & OE

Box Creation Method 2 (Manual)

Boxes can be created manually by using Order Boxes Maintenance. This can be found in **Sales Processing | Document Entry**. Input the order ID into the 'Order' field to begin adding boxes for delivery.

'C'reate Boxes – Create a list of boxes as required

'L'abel Print - Print labels for the boxes, which will be scanned by the mobile app

POD Boxes in BRISTOL (770) Print Screen

Platypus Products		Order Boxes Maintenance		P13992 08/11/2019
Order	2368:1	(Live)	Printed: Desp	
Date	08/11/19			
Customer	0001	JOHN SMITH		
Box	Loaded	Device	Delivered	
1				
2				

'c'reate boxes, 'L'abel print or 'E'nd

Settings

The screenshot shows the 'Settings' screen of the MACE app. At the top, there is a status bar with 'No SIM', signal strength, time '16:06', and battery '100%'. Below the status bar is a dark blue header with a hamburger menu icon on the left, the word 'Settings' in the center, and a 'Save' button on the right. The main content area is white and contains several sections, each with a label and a text input field:

- App ID:** 18940|57817
- Company:** Platypus Products
- Username:** CHLOE
- Forms Queue:** 650
- Web Services URL:** http://192.168.10.78/
- Timeout (seconds):** 20
- Delivery Sync Time (minutes):** 10

Below these fields are four buttons arranged vertically:

- Test Web Services
- Test Mace Connection
- Clear Delivery Cache
- Wipe App

At the bottom of the screen, there are two icons: a gear icon labeled 'Settings' and a crossed-out square icon labeled 'Defaults'.

On first set-up, you will be asked for the following details:

Username – User ID for the device

Forms Queue – The forms queue for managing email processes

Web Services URL – The webservice URL required to connect to MACE

Timeout (seconds) – The delay that will occur before an error is displayed while trying to connect to MACE

Delivery Sync Time (minutes) – The length of time in which the app will attempt to update MACE with any orders that have been delivered when the device had no network connection

Press **Save** and then complete the additional settings:

App ID – This will be generated automatically

Company – The company to connect to in MACE

Additional options include:

Test Web Services – Test the device connection to web services

Test Mace Connection – Test the device connection to MACE

Wipe App – Clear device data and restore to default settings

Clear Cache – Manually wipe the deliveries off the device. You may need to run the 'Empty Van' process in MACE

Defaults



The Defaults page can be used to change application colours.

Theme Colour – Main colour for the application

Theme Text Colour – Used for text headings and titles

Page Text Colour – Application Background colour

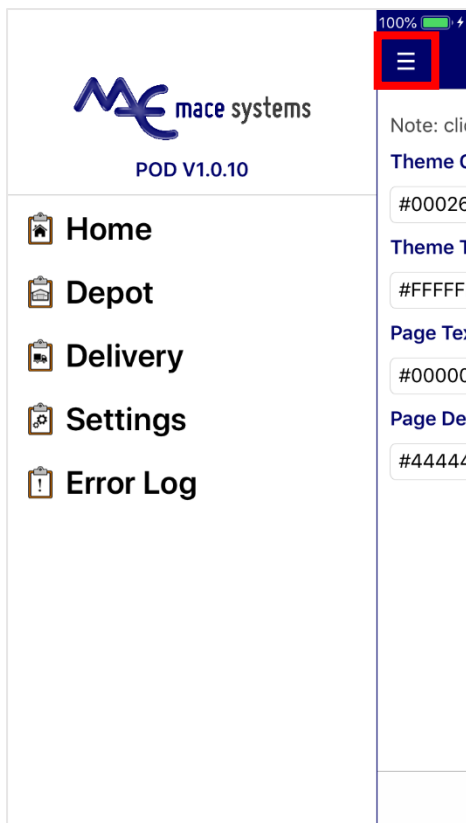
Page Detail Colour – Used for page text

Reset Defaults – Set colours to the default application colour scheme

There are multiple colour options, with the ability to enter colour names such as 'red', or type in a colour's hexadecimal code. Colours on this screen will be saved automatically.

Alternatively, clicking the box next to the textbox will open a detailed colour selection screen. Click **Save** on this screen to save your colour selection.

Navigation



To navigate, either slide the screen to the right, or press the three dashed lines.

To select a page, tap on the required menu option.

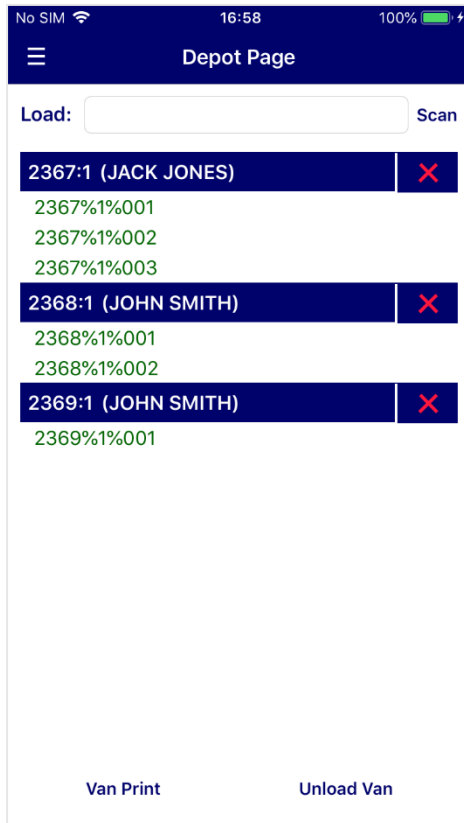
To load boxes for delivery, tap **Depot**.

To unload deliveries, tap **Delivery**.

To change settings, select the **Settings** option.

To view past error messages, tap **Error Log**.

Depot



Load – Manually enter the barcodes or click **Scan** to scan a barcode. A list of items will be generated for the order linked to the barcode. The box scanned will then be marked as loaded

Cross – Mark the boxes linked to the order as unloaded

Order Header – If you tap the order header, it will display the Order Detail page

Van Print – Print a summary sheet of the orders/boxes loaded on the van to the forms queue, defined in the app settings page

Unload Van – Mark all orders/boxes as unloaded

Order Details



The Order Detail page will display customer information as well as the status of the boxes for this order.

Delivery

The screenshot shows the 'Delivery Page' with a dark blue header containing a menu icon, 'Delivery Page', and 'Options'. Below the header is a 'Deliver:' input field with a 'Scan' button. The main content area lists four orders, each with a status bar (green checkmark for scanned/delivered, red checkmark for missed) and a green checkmark icon. The orders are:

- 2367:1 (JACK JONES) - 8 STONE STREET, KEYNSHAM, BRISTOL, BS54 7GH - 1 of 3 boxes scanned
- 2354:1 (JOHN SMITH) - 52 MACE ROAD, KEYNSHAM, BRISTOL, BS32 1HF - 0 of 4 boxes scanned
- 2368:1 (JOHN SMITH) - 52 MACE ROAD, KEYNSHAM, BRISTOL, BS32 1HF - 0 of 2 boxes scanned
- 2369:1 (JOHN SMITH) MACE Updated - 52 MACE ROAD, KEYNSHAM, BRISTOL, BS32 1HF - 1 boxes delivered

At the bottom, a summary bar shows: 4 Order(s), 1 Delivered, 0 Missed. Below this is a green message: 'Delivery Background Service is running. Last ran: 11/11/19 10:04:15'. A 'Remove Delivered' button is located at the very bottom.

Deliver – Manually enter the barcode or click **Scan** to scan a barcode. This will mark a box as scanned. Once all boxes within an order have been scanned, the Signature page will be displayed

Options – Show delivery options. Options include:

Hide Delivered – Hide delivered orders in list

Hide Missed – Hide missed deliveries in list

Combine by Customer – Group orders with the same customer in the list

Sort Orders by Customer – Sort list by customer ID

Tick – Allows you to enter the signature page without scanning the barcodes

Remove Delivered – Removes the delivered orders from the device

Network Connection – If an order has hit MACE correctly, 'MACE Updated' will be displayed on the order header. If an order has not hit MACE, the app will retry depending on the sync time entered in the settings. If there is a MACE connection, the Delivery Background Service

Name – Enter a delivery name

Sign– Display the Signature Capture page to enter the recipient's signature for the delivery

Notes – Enter any delivery notes

Deliver – Mark the order as delivered

Missed – Mark the order as missed. When the van driver is back at the depot, they will need to go back to 'Depot mode' to click **Unload Van** to mark the missed delivery as unloaded

Signature Collection

The screenshot shows the 'Signature Collection' page with a dark blue header containing a back arrow, '0001 1 order(s)', and a 'Sign' button. Below the header is a 'Name:' label and a text input field containing 'John Smith'. Below that is a 'Signature:' label and a 'Sign' button with a pencil icon. A large, stylized signature is displayed in the center. Below the signature is a 'Notes:' label and a large empty text area. At the bottom, there are two buttons: 'Deliver' (green) and 'Missed' (orange).

Signature Capture



Sign above the line to capture the signature and then hit **Submit** to complete signature collection.

Error Log



Date – List error messages on a set date

Options – Display options bar

Tidy – Clear error messages older than 60 days old

All – View all messages regardless of set date

Email – Email error log to MACE Support