

New Order Dispatch Orders Clients Pricing Resources Accounting Reports Excel Reports Find Order

Select An Item Find Clear Add/Update/Delete Route Routing

☒ Route 1: **Route Name** ☐ Custom Field 1:
☐ Route 2: ☐ Custom Field 2: ☐ Client Code:
☐ Client Name: ☐ Department: ☐ Operator:
☐ Reference: ☐ Service:
☐ Client Account: ☐ Vehicle:

New Edit Delete Refresh Copy Execute Export Grid No. Schedules - 14

Routes	Stop#	Schedule No	Last Run Date	Next Run Date	End Date	Ready Time	DepartBy	Del By	Account No	Client	Account Code	Pickup Company	Pickup Address	Pickup Contact	Pickup Phone	Delivery Company	Delivery Address
Route Name	1	1400	10/28/2019			06:00	06:00	06:15									
	2	1399	10/28/2019			06:15	06:15	07:30									
	3	1401	10/28/2019			07:30	07:30	08:45									
	4	1402	10/28/2019			08:45	08:45	14:15									
	5	1403	10/28/2019			09:15	09:15	10:30									
	6	1404	10/28/2019			10:30	10:30	22:00									
	7	1405	10/28/2019			11:15	11:15	12:00									
	8	1406	10/28/2019			12:00	12:00	12:30									
	9	1407	10/28/2019			12:00	12:00	12:30									
	10	1408	10/28/2019			12:00	12:00	14:15									
	11	1409	10/28/2019			12:30	12:30	13:00									
	12	1410	10/28/2019			13:00	13:00	14:15									
	13	1411	10/28/2019			14:15	14:15	15:30									
	14	1412	10/28/2019			15:00	15:00	15:30									

A route is a schedule concept that consists of multiple spots, has a sequential schedule with a stop number and a schedule number.

In Courier Complete a route is set up as a template and a driver can be added or predetermined to a route.

Routes can be pre-scheduled daily, monthly, weekly or executed manually.

Schedule Detail [X]

Save & Close Save & New Save & Copy Clear Screen Schedule No: 1405

Main Prices Notes **Schedule**

Schedule Type

☒ Manual

☐ Daily

☐ Weekly

☐ Monthly

☐ Every Day

☒ Every Week Day

☐ Every Days

New Order Dispatch Orders Clients Pricing Resources Accounting Reports Excel Reports Find Order

Select An Item Find Orders Schedules Finalize Orders Purged Orders Deleted Orders Daily Orders Routing

Find Clear Add/Update/Delete Route Routing

☒ Route 1: BC - Penticton1 ☐ Custom Field 1:
☐ Route 2: ☐ Custom Field 2: ☐ Client Code:
☐ Client Name: ☐ Department: ☐ Operator:
☐ Reference: ☐ Service: ☐
☐ Client Account: ☐ Vehicle:

New Edit Delete Refresh Copy **Execute** Export Grid

														No. Schedules - 14			
Routes	Stop#	Schedule No	Last Run Date	Next Run Date	End Date	Ready Time	DepartBy	Del By	Account No	Client	Account Code	Pickup Company	Pickup Address	Pickup Contact	Pickup Phone	Delivery Company	Delivery Address
BC - Penticton1	1	1400	10/28/2019			06:00	06:00	06:15									
	2	1399	10/28/2019			06:15	06:15	07:30									
	3	1401	10/28/2019			07:30	07:30	08:45									
	4	1402	10/28/2019			08:45	08:45	14:15									
	5	1403	10/28/2019			09:15	09:15	10:30									
	6	1404	10/28/2019			10:30	10:30	22:00									
	7	1405	10/28/2019			11:15	11:15	12:00									
	8	1406	10/28/2019			12:00	12:00	12:30									
	9	1407	10/28/2019			12:00	12:00	12:30									
	10	1408	10/28/2019			12:00	12:00	14:15									
	11	1409	10/28/2019			12:30	12:30	13:00									
	12	1410	10/28/2019			13:00	13:00	14:15									
	13	1411	10/28/2019			14:15	14:15	15:30									
	14	1412	10/28/2019			15:00	15:00	15:30									

If routes are scheduled manually, the execute button is selected to start the order.
 Daily/Weekly/Monthly scheduled routes will be automatically executed.

New Order
 Dispatch
 Orders
 Clients
 Pricing
 Resources
 Accounting
 Reports
 Excel Reports
 Find Order

Select An Item
 Find
 Clear
 Add/Update/Delete Route
 Routing

☒ Route 1:
☐ Custom Field 1:
☐ Client Code:

☐ Route 2:
☐ Custom Field 2:
☐ Operator:

☐ Client Name:
☐ Department:

☐ Reference:
☐ Service:

☐ Client Account:
☐ Vehicle:

No. Schedules - 14

Routes	Stop#	Schedule No	Last Run Date	Next Run Date	End Date	Ready Time	DepartBy	Del By	Account No	Client	Account Code	Pickup Company	Pickup Address	Pickup Contact	Pickup Phone	Delivery Company	Delivery Address
<input type="text" value="Route Name"/>	1	1400	10/28/2019			06:00	06:00	06:15									
	2	1399	10/28/2019			06:15	06:15	07:30									
	3	1401	10/28/2019			07:30	07:30	08:45									
	4	1402	10/28/2019			08:45	08:45	14:15									
	5	1403	10/28/2019			09:15	09:15	10:30									
	6	1404	10/28/2019			10:30	10:30	22:00									
	7	1405	10/28/2019			11:15	11:15	12:00									
	8	1406	10/28/2019			12:00	12:00	12:30									
	9	1407	10/28/2019			12:00	12:00	12:30									
	10	1408	10/28/2019			12:00	12:00	14:15									
	11	1409	10/28/2019			12:30	12:30	13:00									
	12	1410	10/28/2019			13:00	13:00	14:15									
	13	1411	10/28/2019			14:15	14:15	15:30									
	14	1412	10/28/2019			15:00	15:00	15:30									

1. Routing is accessed under the Orders module
2. Select the Routing icon
3. Routes need a unique name
4. Stop# lists the number of stops associated with this route
5. Ready time indicates when the package is ready to be picked up
6. DepartBy is the time the driver needs to leave the pickup location
7. Del By represents the time that the package needs to be delivered to the delivery address.

When you double click on a stop, the schedule details screen is displayed.

You can find the route number, name and stop number listed on the bottom right of the screen.

Note this is not an order until it is scheduled out manually or automatically.

Schedule Detail

Save & Close Save & New Save & Copy Clear Screen Schedule No: 1400

Main Prices Notes Schedule

Acct No: [] Name: **Acme Corp.** Code: []
Caller: Dispatch Phone: [] Department: Other Reference: []

Pickup **Pick up address Stop 1** Delivery **Drop Off address Stop 1**

Name [] Code [] **Name** [] Code []
Street [] Unit [] **Street** [] Unit []
City [Penticton] Province [BC] PC [] **City** [Penticton] Province [BC] PC []
Contact [] Phone [] Contact [] Phone []
Country [CANADA] Closing [00:00] **Country** [CANADA] Closing [00:00]
Zone [] Dispatch [BC] Zone [] Dispatch [BC]
Inst1. []
Inst2. [] As400 []
Inst3. []

Service [No charge] Package Type Qty Size (Vol/Wt)
Envelope 0
Package 0
Box 0
Skid 0

Weight (Lbs) [0] DIM [0] 0
Vehicle [Car] Value [0]
Ready [06:00] Value [0]
Depart By [06:00] Req Insurance [] Schedule Group: [Daily Prescheduled Cou]
Deliver By [06:15] + [0] Days ☒ **Send To AS400** ☐ **Internal Order**

Subtotal [0] Tax [0] Total [0]
Distance Exact [0] []

Instructions1 []
Instructions2 [] Instructions3 []

Contract No []
COD [0] Waybill # []
Dispatch Board [British Columbia]
Driver 1 [] [0] []
Driver 2 [] [0] []
Status
☒ Open
☐ Assigned
☐ Dispatched Alert At: [03:00]
☒ Route Information
Route Name: **Route 1** Stop #: [1]

Schedule Detail Schedule No: 1399

Save & Close Save & New Save & Copy Clear Screen

Main Prices Notes Schedule

Acct No: [] Name: **Acme Corp.** Code: []
Caller: [] Department: Lab Reference: []

Pickup **Drop off Address from Stop 1 is pick up from stop 2** Delivery **Drop off address Stop 2**

Name [] Code PRH Name [] Code KGH
Street [] Unit [] Street [] Unit []
City Kelowna Province BC PC City Kelowna Province BC PC
Contact [] Phone [] Contact [] Phone []
Country CANADA Closing 00:00 Country CANADA Closing 00:00
Zone [] Dispatch BC Zone [] Dispatch BC
Inst1. [] Inst1. []
Inst2. [] As400 Inst2. [] As400
Inst3. [] Inst3. []

Service No charge Package Type Qty Size (Vol/W)
Envelope 0
Package 0
Box 0
Skid 0
Contract No []
Weight (Lbs) 0 DIM 0 COD 0 Waybill # []
Vehicle Car
Ready 06:15 Value 0 Dispatch Board British Columbia
Depart By 06:15 Req Insurance [] Schedule Group: Daily Prescheduled Cou
Deliver By 07:30 + 0 Days
Subtotal 0 Tax 0 Total 0
Distance Exact 0
Instructions1 []
Instructions2 [] Instructions3 []

☒ Send To AS400 ☐ Internal Order
Status:
☒ Open
☐ Assigned
☐ Dispatched Alert At: 03:00
☒ Route Information
Route Name: **Route 1** Stop #: 2

Schedule Detail Schedule No: 1401

Save & Close Save & New Save & Copy Clear Screen

Main Prices Notes Schedule

Acct No: [] Name: **Acme Corp.** Code: []
Caller: [] Department: Lab Reference: []

Pickup **Drop off address Stop 2 is pick up address for stop 3** Delivery **Drop Off address Stop 3**

Name [] Code KGH Name [] Code PRH
Street [] Unit [] Street [] Unit []
City Kelowna Province BC PC City Kelowna Province BC PC
Contact [] Phone [] Contact [] Phone []
Country CANADA Closing 00:00 Country CANADA Closing 00:00
Zone [] Dispatch BC Zone [] Dispatch BC
Inst1. [] Inst1. []
Inst2. [] As400 Inst2. [] As400
Inst3. [] Inst3. []

Service No charge Package Type Qty Size (Vol/W)
Envelope 0
Package 0
Box 0
Skid 0
Contract No []
Weight (Lbs) 0 DIM 0 COD 0 Waybill # []
Vehicle Car
Ready 07:30 Value 0 Dispatch Board British Columbia
Depart By 07:30 Req Insurance [] Schedule Group: Daily Prescheduled Cou
Deliver By 08:45 + 0 Days
Subtotal 0 Tax 0 Total 0
Distance Exact 0
Instructions1 []
Instructions2 [] Instructions3 []

☒ Send To AS400 ☐ Internal Order
Status:
☒ Open
☐ Assigned
☐ Dispatched Alert At: 03:00
☒ Route Information
Route Name: **Route 1** Stop #: 3

As the driver executes the route, the pickup location from the 1st stop becomes the delivery address for the 2nd stop, and the 3rd stops pick up location is the 2nd stops drop off location, and so on.

Once the order is executed, the Order Details screen from the dispatch board shows route information above the instructions section.

On the dispatch board, route orders are colour coded in blue under the Clr column

Order Details

Save & Close Cancel Order Date: 07/18/2020 00:01 Operator: SEERAMS Price: \$0.00 Require Approval

Main Prices Notes

Order #: [redacted] Service: [redacted] POD: [redacted] Delivered: [redacted]

Package Type	Qty	Size
Envelope	0	
Package	0	

Weight: [redacted] Waiting Time (Min.) Pickup: [redacted] Picked up: [redacted]

DIM: [redacted] Delivery: [redacted] Waybill: [redacted]

This order was created by Schedule No: 8713

Acct No: [redacted] Name: [redacted] Code: Brampton No charge

Caller: Dispatch Phone: [redacted] Department: DIS Reference: [redacted]

Pickup [redacted] **Delivery** [redacted]

Name [redacted] Code: Dispatch

Street [redacted] Unit: [redacted]

City [redacted] Province: ON PC L6T5M2

Contact [redacted] Phone: [redacted]

Country [redacted] Closing: 00:00

Zone [redacted] Dispatch: Zone 01 - Downtown

Inst1: [redacted]

Inst2: [redacted] As400

Inst3: [redacted]

Pickup: 7/18/2020 Ready: 01:00 ☐ Internal Order

Depart: 7/18/2020 By: 01:00

Delivery: 7/20/2020 By: 01:00

COD: [redacted] Value: [redacted] Req Insurance ☐

Vehicle: Van

Dispatch Board: All Orders

Driver 1: [redacted] 0

Driver 2: [redacted] 0

Driver 3: [redacted] 0

Driver 4: [redacted] 0

Driver 5: [redacted] 0

Route: BRC03 **Stop#** 11

Instructions1: [redacted]

Instructions2: [redacted]

Instructions3: [redacted]