CLEAR DESTINATION

How to Complete a Stop with Mobile 4

- 0 0 94% K Back **Route Details (1 Stops)** Θ WEDNESDAY, APRIL 29 DI LOAD ITEMS UNLOAD ITEMS ROUTE STARTED AT 10:29 WITH 0 KM 4000 RUE SAINT-AMBROISE #389 STOP 1 MONTRÉAL, QC 8:00 \rightarrow 8:00 H4C 2C7 11TEM(S) 0 TASK(S) 0 DAMAGED 11:00



- 1. Login by typing in your credentials.
- 2. Scanning the corresponding barcode.
- 3. Wait until your route appears at the top of the page and click on it.
- 4. Click on Load Items to virtually transfer items into your truck.



5. By scanning the Items barcodes, all scanned items will appear with a green checkmark.

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- 6. Click on Start Route.
- 7. Enter the mileage (Mandatory).
- 8. Click Start.



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← Rou	te Details (/ Stops)	Θ				
	DITEMS		AD ITEMS				
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0	0 START CANCEL						
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500 2 7:00 7:00 20:00	71 ROCHMAN I SCARBOROUGH V1H1S1, CA I1 ITEM(S) 0 0 DELIVERED	BLVD H, ON TASK(S) 0 DA					
1	2	3					
4	5	6	Done				
7	8	9					
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	0						



- 9. Click on the first stop
- 10. Click on the **Actions** button to launch the 1hr pre-call. The call will be launched immediately and completed within minutes; several attempts may be required to successfully reach the customer. You can launch the next 1hr pre-call based on your anticipated arrival time at the next stop.
- 11. Upon arrival at the customer's home, click on Arrived.





- 12. Complete or cancel each Task associated to the stop (delivery).
- 13. Press on **Complete** and have the customer sign.
- 14. The signature completes the delivery and closes the stop.





- 15. At the end of the day, when all the stops have a status, completed or cancelled, press on the **Unload Items** button to virtually transfer the undelivered or picked-up items to the warehouse.
- 16. Press on End Route.
- 17. Enter your mileage (mandatory) followed by End Route

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14:49 🚥		କି ।	all 82% 🛢
← Ro	oute Details (3 Stops)	Θ
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EN 25698 L 70P 1 8:00	45 LA CASSAN MAPLE, ON	E OF END OF ROUTE	
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