



# EzyScan – Proof Of Delivery

## Software Operation Manual

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## 1.0 Main Menu

### 1.1 Main Menu Screen

When launched, the application displays the **Main Menu** screen.

#### **Main Functions**

Simply tapping on any menu button will display the relevant screen.



**Figure 1.1.0 – Main Menu Screen**

#### **Deliveries**

This function enters the Scan Items screen.

#### **Start / Stop**

This function either starts or resumes OR stops or pauses the driver's day.

#### **Synchronise**

This function enters the Synchronisation screen.

#### **Menu**

This function enters the Setup screen.

#### **About**

This function displays version information.

## 2.0 Deliveries

### 2.1 Scan Items Screen

After selecting the **Deliveries** function from the **Main Menu** screen, the **Scan Items** screen (figure 2.1.0) is displayed.

#### Delivery Information

1. To start a delivery, tap the '**Delivery Location**' field and select one of the options available. You may also scan the corresponding location barcode into the field.
2. Next, select the '**Supplier**' field and select the correct location.
3. To add a reference to the POD, tap on the '**Drop down Arrow**' where it says reference and use the onboard keyboard to enter in the reference.

#### Add Items

1. To scan boxes, select the '**Scan Barcode**' button and scan all items to be delivered.
2. To add any items manually, select the '**Capture QTY**' button, enter how many items to add for the UOM, select the correct UOM and press the '**Add**' button
3. To review a list of all items scanned for that delivery, select the page with a magnifying glass in the bottom right corner of the deliveries page.
4. If items for a different supplier are to be added to the delivery, change the supplier before scanning or adding those items.
5. Once all the items have been added to the delivery, select the '**Next**' button.

Alternatively, selection of the '**Cancel**' button returns you to the **Main Menu** screen.

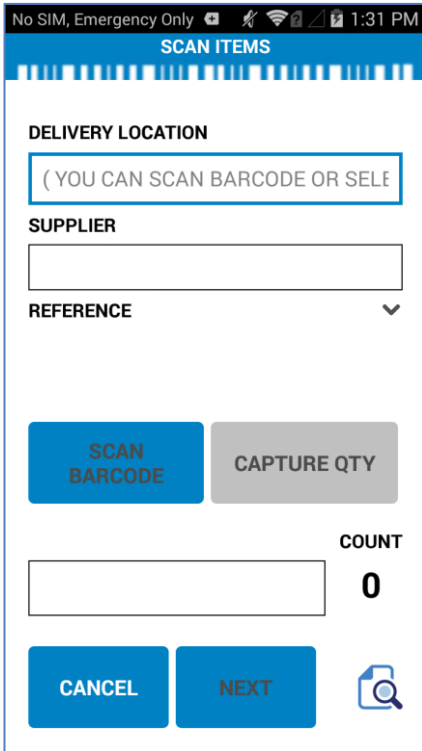


Figure 2.1.0 – Scan Items Screen

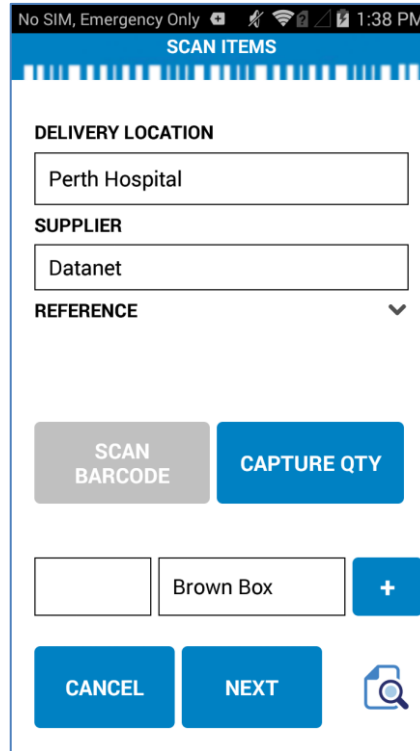


Figure 2.1.1 – Scan Items Screen (Capture Qty)

## 2.2 Signature Screen

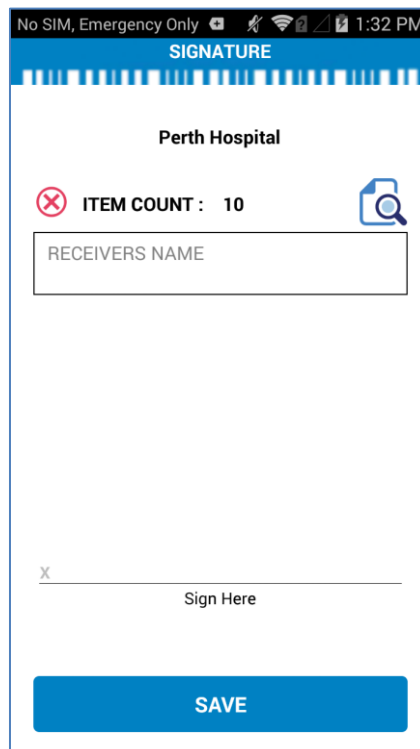
### Receiver Information

1. Enter the receivers name into the '**Receivers Name**' field.
2. Have the receiver sign the bottom part of the screen that says '**Sign Here**'.
3. When complete select '**Save**'.
4. When asked 'Are you sure to save current delivery' select "**OK**".
5. A message will pop up stating that the delivery was completed.

### Cancel Delivery

1. Alternatively, the delivery can be cancelled by pressing the 'Red Cross' button.
2. Once pressed, select a cancel code to cancel and save the cancelled delivery information.

Alternatively, selection of the '**Cancel**' button returns you to the **Main Menu** screen.



**Figure 2.2.0 – Signature Screen**

## 3.0 Synchronise

### 3.1 Synchronise Screen

After selection of the **Synchronization** function from the file menu on the PDA, the **Synchronisation** screen (figure 3.1.0) is displayed. After you collect data throughout the day, you can perform a sync to upload the data.

#### Synchronise

1. To synchronise the HHPC, select the '**Synchronise**' button on the **Main Menu** screen.
2. When asked 'Are you sure to synchronise data?' select '**OK**'.
3. The unit will then synchronise to the server and a message will pop up stating that synchronisation has succeeded.

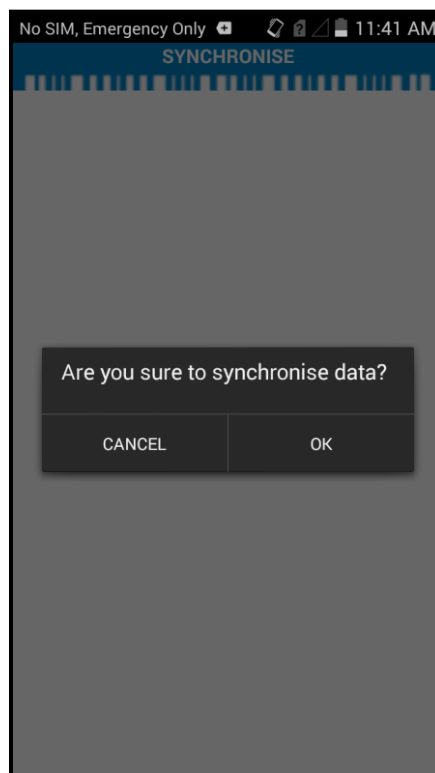


Figure 3.1.0 – Synchronise Screen

## 4.0 Menu

### 4.1 Setup Screen

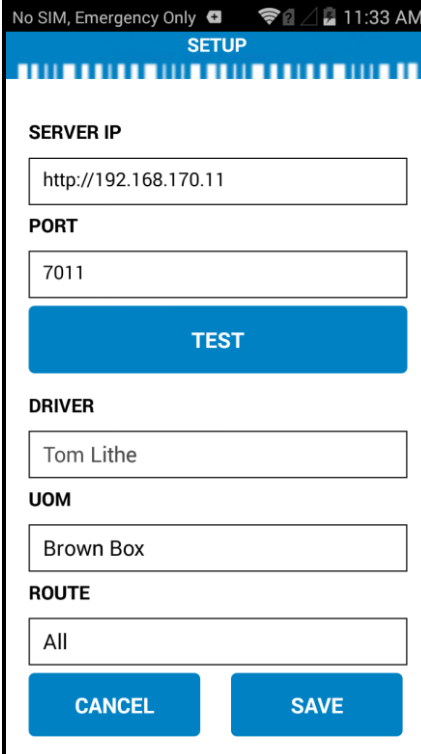
After selection of the **Menu** function from the file menu on the PDA, the **Setup** screen (figure 4.1.0) is displayed. The **Menu** function allows the users to change the driver details, unit of measure, route and server settings. This page is locked with a password so no unauthorized changes can be made.

#### Server Configuration

1. To update the server details, enter the new Server IP and Port number that the service is working on.
2. Then select '**TEST**' to ensure the new details work.
3. Finally, press '**Save**' and enter the passcode to save the changes.

#### Driver Configuration

1. To update the driver configuration, the Driver, default UOM and Route for the driver.
2. Finally, press '**Save**' and enter the passcode to save the changes.



The screenshot shows a mobile device screen titled "SETUP". At the top, it displays "No SIM, Emergency Only" and the time "11:33 AM". Below the title bar, there are five input fields: "SERVER IP" with the value "http://192.168.170.11", "PORT" with "7011", "DRIVER" with "Tom Lithe", "UOM" with "Brown Box", and "ROUTE" with "All". A blue "TEST" button is positioned below the PORT field. At the bottom of the screen, there are two blue buttons: "CANCEL" on the left and "SAVE" on the right.

Figure 4.1.0 – Menu Screen



## 5.0 Stop/Start

### 5.1 Stop / Start

At the beginning of the day, the user will be required to select the **'Start'** button. During the day and at the end of the day, the driver can select the **'Stop'** button and select a stop reason code.

#### Start

1. Press the Start button on the Main Menu screen.
2. You can now create deliveries.

#### Stop

1. Press the Stop button on the Main Menu screen.
2. Select a stop reason code.
3. You now cannot create deliveries.

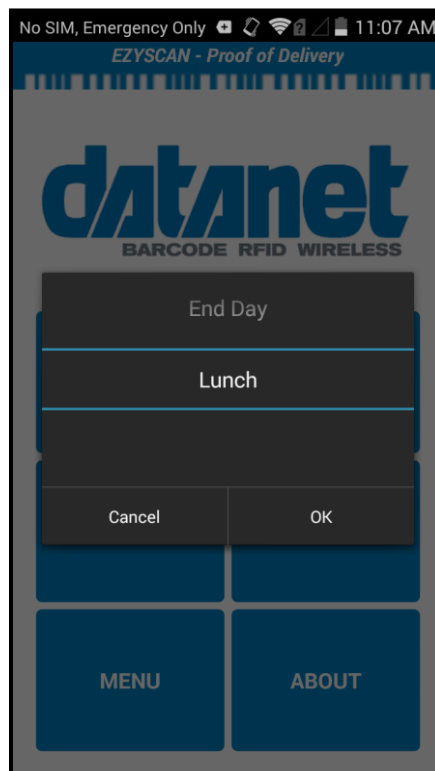


Figure 5.1.0 – Stop Prompt

## 6.0 Web Portal Home

### 6.1 Overview

Once logged in, the home page displays the software version and contact details for Datanet. All features are available on the left side of the screen for users with a role of 'Admin'. Users with a role of 'Normal' can access all functions except 'Users'.

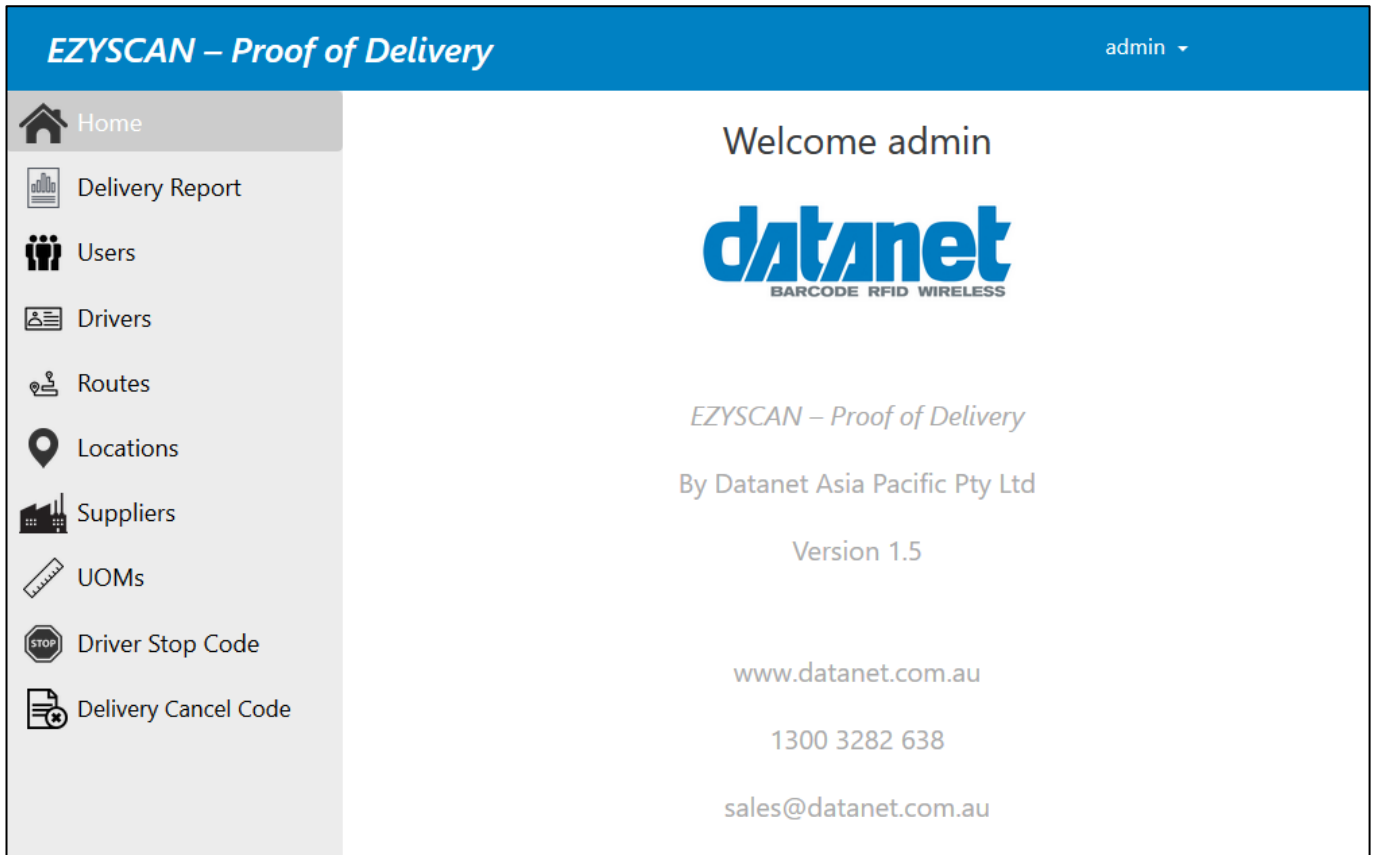


Figure 6.1.0 – Web Portal Home Screen

## **Delivery Report**

Searches and shows all uploaded deliveries.

## **Users**

Manage users of the application.

## **Drivers**

Manage drivers for the application.

## **Routes**

Manage routes for the application.

## **Locations**

Manage delivery locations for the application.

## **Suppliers**

Manage suppliers for the application.

## **UOMs**

Manage units of measure for the application.

## **Driver Stop Code**

Manage stop codes for the application.

## **Delivery Cancel Code**

Manage cancel codes for the application.

## 7.0 Delivery Report

### 7.1 Delivery Reports

The Delivery Report page allows users to search for deliveries as well as download reports and view delivery details.

#### Search Deliveries

1. Use the filters at the top of the screen to assist in narrowing down what you are looking for.
2. Press the 'Search' button.

#### View Delivery

1. Once you have found the delivery you wish to view, you can:
  - a. Click the **'Signature'** button to view the receiver's signature.
  - b. Click the **'Coordinate'** button to view the delivery coordinates.
  - c. Click the **'Detail'** button to view was saved in the delivery.
  - d. Click the **'Report'** button to download a Delivery Docket for the delivery.
    - i. The **'Report'** button is not available for cancelled deliveries, which are shown with a grey background.

From Date	To Date	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>
Reference	Barcode	Types
<input type="text"/>	<input type="text"/>	All ▾
<input type="button" value="Search"/>		

#	Location Name	Deliver Name	Deliver Date	Receiver Name	GPS	Cancel Reason	Quantity		
1	Perth Hospital	Tom Lithe	2017-03-01 13:35:36		<a href="#">Signature</a>	<a href="#">Coordinate</a>	Closed	13	<a href="#">Detail</a> <a href="#">Report</a>
2	Perth Hospital	Tom Lithe	2017-03-01 11:17:20	John P	<a href="#">Signature</a>	<a href="#">Coordinate</a>		2	<a href="#">Detail</a> <a href="#">Report</a>

Per Page:

Figure 7.1.0 – Delivery Report Screen

## 8.0 Users

### 8.1 Overview

The Users page allows admins to add, edit, and delete users, alter their roles, and reset their passwords.

### Search Existing Users

1. Use the name filter at the top of the screen to assist in narrowing down the account you are looking for, the list will automatically filter as you type.

### Manage Users

1. To add a new user, press the green plus icon button on the top right of the grid.
  - a. Enter the details of the user and press the tick to save the user.

*Note: The role of 'Admin' gives the user access to the users screen. The role of 'Normal' does not.*

2. To edit an existing user, make changes to the relevant field and
  - a. Press the tick to save the changes.
  - b. Press the arrow to revert the changes.
3. To delete an existing user, press the cross against that record.
4. To change the password, press the **'Change'** button against that record.

### Users Table

Search by Name <input type="text"/>						
#	User Name	Role	Password	Saved Date	Saved By	+
1	Tyson Joyce	Admin ▾	Change	2017-02-28 10:53:46	admin	✓ ↶ ✕
2	Laycee Ulle	Normal ▾	Change	2017-02-28 10:55:21	admin	✓ ↶ ✕

Figure 8.1.0 – Users Screen

## 9.0 Drivers

### 9.1 Overview

The Drivers page allows admins and users to add, edit and delete Drivers in the system.

#### Search Existing Drivers

1. Use the filter at the top of the screen to assist in narrowing down the driver you are looking for, the list will automatically filter as you type.

#### Manage Drivers

1. To add a new driver, press the green plus icon button on the top right of the grid.
  - a. Enter the details of the driver and press the tick to save the driver.
2. To edit an existing driver, make changes to the relevant field and
  - a. Press the tick to save the changes.
  - b. Press the arrow to revert the changes.
3. To delete an existing driver, press the cross against that record.











Search by ID or Name					
#	Driver's Name	Driver's ID	Saved Date	Saved By	
1	Cathy Ploi	231242	2017-02-28 11:07:58	admin	   
2	Dwayne Grigh	432423	2017-02-28 11:07:39	admin	  
3	Tom Lithe	32115	2017-02-28 11:07:24	admin	  

Figure 9.1.0 – Drivers Screen

# 10.0 Routes

## 10.1 Overview

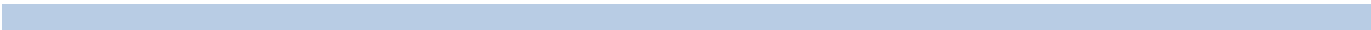
The Routes page allows admins and users to add, edit and delete Routes in the system.

### Search Existing Routes

1. Use the filter at the top of the screen to assist in narrowing down the route you are looking for, the list will automatically filter as you type.

### Manage Routes

1. To add a new route, press the green plus icon button on the top right of the grid.
  - a. Enter the details of the route and press the tick to save the route.
2. To edit an existing route, make changes to the relevant field and
  - a. Press the tick to save the changes.
  - b. Press the arrow to revert the changes.
3. To delete an existing route, press the cross against that record.



#	Route Code	Saved Date	Saved by	+
1	NORTH	2017-03-01 10:37:56	admin	<span style="color: green; font-size: 20px;">✓</span> <span style="color: gray; font-size: 20px;">↶</span> <span style="color: orange; font-size: 20px;">✕</span>
2	SOUTH	2017-03-01 10:38:24	admin	<span style="color: green; font-size: 20px;">✓</span> <span style="color: gray; font-size: 20px;">↶</span> <span style="color: orange; font-size: 20px;">✕</span>

**Figure 10.1.0 – Routes Screen**

# 11.0 Locations

## 11.1 Overview

The Locations page allows admins and users to add, edit and delete Locations in the system.

### Search Existing Locations

1. Use the filter at the top of the screen to assist in narrowing down the location you are looking for, the list will automatically filter as you type.
2. Use the location ID to access the client portal and view the deliveries for that client.

### Manage Locations

1. To add a new location, press the green plus icon button on the top right of the grid.
  - a. Enter the details of the location and press the tick to save the location.
2. To edit an existing location, make changes to the relevant field and
  - a. Press the tick to save the changes.
  - b. Press the arrow to revert the changes.
3. To regenerate the location ID of a record select the refresh button.
4. To delete an existing location, press the cross against that record.

### Table

Search by Name or Address											
#	Name	Route	Barcode	Address1	Address2	Address3	Location ID	Refresh	Saved Date	Saved By	Actions
1	Customer Pickup	All	02	MAIN STORE	Malaga		6118296775		2017-10-27 11:12:49	admin	
2	Dings Cuisine	All	03	18 Strey Rd	Burswood	WA 6100	8294472432		2017-10-27 11:11:40	admin	
3	ATC Transport	All	01	12 Tipple Drive	Malaga	6142	2533689055		2017-10-27 11:12:30	admin	
4	Tyres or Us	North	04	26 Gintown Road	Cannington	WA 6543	7746399963		2017-05-31 12:54:59	admin	
5	Westside Store	All	05	43 MT HENRY ROAD	COMO	WA.6152	7565759530		2017-05-31 12:55:03	admin	

Figure 11.1.0 – Locations Screen



## 12.0 Suppliers

### 12.1 Overview

The Suppliers page allows admins and users to add, edit and delete Suppliers in the system. The suppliers function allows deliveries to be associates with suppliers and the delivery report to be split up per supplier for a delivery. The supplier function can be disabled with the toggle in the top right.

#### Search Existing Suppliers

1. Use the filter at the top of the screen to assist in narrowing down the supplier you are looking for, the list will automatically filter as you type.

#### Manage Suppliers

1. To add a new supplier, press the green plus icon button on the top right of the grid.
  - a. Enter the details of the supplier, add a logo and press the tick to save the supplier.
2. To edit an existing supplier, make changes to the relevant field and
  - a. Press the tick to save the changes.
  - b. Press the arrow to revert the changes.
3. To delete an existing supplier, press the cross against that record.



Figure 12.1.0 – Suppliers Screen

## 13.0 UOMs

### 13.1 Overview

The UOMs page allows admins and users to add, edit and delete UOMs in the system.

### Search Existing UOMs

1. Use the filter at the top of the screen to assist in narrowing down the UOM you are looking for, the list will automatically filter as you type.

### Manage UOMs

1. To add a new UOM, press the green plus icon button on the top right of the grid.
  - a. Enter the Unit Name and press the tick to save the UOM.
2. To edit an existing UOM, make changes to the Unit Name and
  - a. Press the tick to save the changes.
  - b. Press the arrow to revert the changes.
3. To delete an existing UOM, press the cross against that record.



<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Search for Unit Name"/>				
#	Unit Name	Saved Date	Saved by	+
1	Box	2017-03-02 15:04:45	admin	<input checked="" type="checkbox"/> <input type="button" value="↶"/> <input type="button" value="✗"/>
2	Pallet	2017-03-02 15:09:06	admin	<input checked="" type="checkbox"/> <input type="button" value="↶"/> <input type="button" value="✗"/>

**Figure 13.1.0 – UOMs Screen**

## 14.0 Driver Stop Code

### 14.1 Overview

The Driver Stop Code page allows admins and users to add, edit and delete Driver Stop Codes in the system.

#### Search Existing Driver Stop Codes

1. Use the filter at the top of the screen to assist in narrowing down the Driver Stop Code you are looking for, the list will automatically filter as you type.

#### Manage Driver Stop Codes

1. To add a new Driver Stop Code, press the green plus icon button on the top right of the grid.
  - a. Enter the Stop Code and press the tick to save the Driver Stop Code.
2. To edit an existing Driver Stop Code, make changes to the Stop Code and
  - a. Press the tick to save the changes.
  - b. Press the arrow to revert the changes.
3. To delete an existing Driver Stop Code, press the cross against that record.

#	Stop Code	Saved Date	Saved by	+
1	End Day	2017-01-24 15:11:51	admin	✓ ↶ ✕
2	Lunch	2017-01-24 15:11:46	admin	✓ ↶ ✕
3	Petrol Stop	2017-02-28 11:28:56	admin	✓ ↶ ✕

Figure 14.1.0 – Driver Stop Code Screen

## 15.0 Delivery Cancel Code

### 15.1 Overview

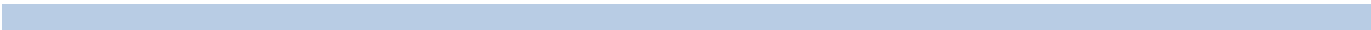
The Delivery Cancel Code page allows admins and users to add, edit and delete Delivery Cancel Codes in the system.

### Search Existing Delivery Cancel Codes

1. Use the filter at the top of the screen to assist in narrowing down the Delivery Cancel Code you are looking for, the list will automatically filter as you type.

### Manage Driver Delivery Cancel Codes

1. To add a new Delivery Cancel Code, press the green plus icon button on the top right of the grid.
  - a. Enter the Cancel Code and press the tick to save the Delivery Cancel Code.
2. To edit an existing Delivery Cancel Code, make changes to the Cancel Code and
  - a. Press the tick to save the changes.
  - b. Press the arrow to revert the changes.
3. To delete an existing Delivery Cancel Code, press the cross against that record.



<input style="width: 90%; border: 1px solid #ccc;" type="text" value="Search for Cancel Code"/>				
#	Cancel Code	Saved Date	Saved by	+
1	Closed	2017-03-02 13:18:04	admin	<span style="color: green;">✓</span> <span style="color: gray;">↶</span> <span style="color: orange;">✗</span>
2	Damaged	2017-01-24 15:12:16	admin	<span style="color: green;">✓</span> <span style="color: gray;">↶</span> <span style="color: orange;">✗</span>
3	Inaccessible	2017-01-24 15:12:05	admin	<span style="color: green;">✓</span> <span style="color: gray;">↶</span> <span style="color: orange;">✗</span>

Figure 15.1.0 – Delivery Cancel Code Screen