

How to Send an Email to Driver for Dispatch Delivery

Here's how to use Delivery Dispatch with Email Notification to Driver

- **Via Consumption Site**

1. Make sure that driver has a specific email and dispatch email is enabled in agslmst. This can be set under Salesperson Maintenance screen or in Sales > Customer Entity screen.

	agsls_email	agsls_dispatch_email	agsls_slsmn_id	agsls_name
4	NULL	N	CFN	CFN Card Sales
5	jessica.real@irely.com	Y	CO	COMPANY
6	NULL	N	DAR	DAVE REICHHART

Entity - Driver A

New Save Search Refresh Delete Undo Additional ▾ Close

Entity Customer Split Farm Salesperson Locations Contacts Comments (0) History Attachments (0) Messages Custom Audit Log (3)

Name: Driver A Entity No: 0001005081

Contact Name ▾ Driver A Email: ✉ jessica.real@irely.com Phone: 5000000000

2. From **System Manager > Company Configuration** menu, setup the SMTP Email settings and provide the necessary details.

Company Configuration

OK Cancel

System Manager Audit Log (2) Attachment (0)

Origin Integration: ☐ Source System: ☐ Submit

Default Fields

Functional Currency: USD

Reporting Currency: USD

Country: United States

Environment Type: Production

Default Accounting Method

☒ Accrual

☐ Cash

SMTP Email Settings

From Email: i21testcompany@gmail.com

From Name: iRely Test Company

SMTP Server: smtp.gmail.com

SMTP Port: 587 Encrypted Connection: TLS

☒ Requires Authentication

Username: i21testcompany@gmail.com Password: *****

Company Setup

EIN:

Company ID: 1

3. Open a site or create a new site and select a specific driver. I selected 'Company' as example.

Consumption Sites - 0001005078

New Save Search Undo Attach Device ▾ Site Action ▾ Print Call Entry ▾ Call Entry ▾ Dispatch ▾ Contract ▾ Customer ▾ Create Event ▾ Summary List ▾ Work Order ▾ Print Efficiency ▾ Close

Customer: Customer A Customer No: 0001005078 Current: 0.00 Credit Note:

Address: 1234 Main St, Fort Wayne, IN 46801 Terms: Due on Receipt Total Past Due: 0.00

Phone: 1000000000 Regular Credit: 0.00 Budget Amt Due: 35.10

Credit Limit: 0.00 Prepaid Balance: 0.00

Showing 2 Consumption Site

Filter Records (3) X

Address	Description
1234 Main St.	Tank A
1234 Main St.	Tank A

Site Detail Devices Associated Sites Appliances Call Entry Delivery History Event History Work Orders Audit Log (56)

Location Information

Site No: 0002 Billing By: Tank ☒ Active

Description: Tank A

Address: 1234 Main St.

Zip Code: 46801 City: Fort Wayne

State: IN Country: United States

Latitude: 0.000000 Longitude: 0.000000

Driver: Driver A Route: 001-NW

Sequences:

Site Information

Location: 0001 - Fort Wa Total Capacity: 500.00

Clock: 001 Total Reserve: 125.00

Account Status: A Delivery Terms: Due on Recei

Price Level: Reseller Price Adjustment: 0.00

Sales Tax: ☐ Recurring PO No:

Tax Group: IN SST Print AR Balance: ☐ Energy Trac

Class Fills: Product Class

Item: Propane

Degree Day Information

Fill Method Julian Calendar Fill Group

DD Between Delivery: 6,000.00 Next Julian Delivery:

Summer Daily Rate: 0.00 Winter Daily Rate: 0.00

Burn Rate: 5.00 Previous Burn Rate: 5.00

Prompt for % Full: ☒ Adjust Burn Rate: ☒

On Hold Information

On Hold: ☐ Hold DD Calc: ☐

Reason:

On Hold Start: End:

4. Create a Call Entry. Notice that Dispatch button will be enabled. You can either select a new driver or use the same driver from site. Save.

5. Click Dispatch button to mark this order as dispatched.

Consumption Sites - 0001005078

New Save Search Undo Attach Device Site Action Print Call Entry Call Entry **Dispatch** Contract Customer Create Event Summary List Work Order Print Efficiency Close

Customer: Customer A Customer No: 0001005078 Current: 0.00 Credit Note: Terms: Due on Receipt: 0.00 Total Past Due: 0.00 Regular Credit: 0.00 Budget Amt Due: 35.10 Prepaid Balance: 0.00 Phone: 1000000000

Showing 2 Consumption Site

+ Q Filter Records (F3) x

Address Description
1234 Main St. Tank A
1234 Main St. Tank A

Percent Left: 80.00 Calculated Qty: 0 Desired Qty: 0.00 Driver: Customer A
Product: Propane Substituter: Spcl Price: 1.3000 Lock Price: Printed: No
Requested Date: 04/25/2016 Priority: Total: 0.00 Terms: Due on Receipt: Entered By: irelyadmin
Comments: Order Status: Generated Call in Date: 04/25/2016 Dispatched Date: Ticket Assigned: TMD-45

Actual Delivered Information
Date: Time: Qty: Price: Total:

Call Entry Details
Last Delivery: 04/18/2016 Fill Method: Julian Calendar Total Capacity: 500.00
Forecast Run Out: Next Delivery DD: 6,074 Estimated % Left: 80.00
Route Sequence: 001-NW Serial Number: Tank1234 Estimated Gallons Left: 1,600.00
Instructions:
Comments:

Page 1 of 1

6. After the will call order has been tagged as dispatched, the system will automatically send an email to the driver containing the details of the site and call entry.

Mon 4/25/2016 2:16 PM
i21testcompany@gmail.com
Dispatch to Driver: Driver A
To Jessica Real

Account:	0001005078	Customer A
Site No.:	0002	
Address:	1234 Main St.	
City:	Fort Wayne	State: IN ZipCode: 46801
Product:	LPG	Propane
Serial Number:	Tank1234	
Capacity:	500.00	
Est. Percent Left:	80.00	
Clock:	001	
Quantity:	0.00	
Price:	\$ 1.3000	
Total Cost:	\$ 0.00	
Priority:		
Comment:	sample dispatch	
Dispatcher:	irelyadmin	
Dispatched:	4/25/2016	2:15:46 PM
Instructions:		
Map Link:	1234 Main St.	

7. Click **Cancel Dispatch** button to cancel the dispatch.

Consumption Sites - 0001005078

New Save Search Undo Attach Device Site Action Print Call Entry **Cancel Dispatch** Contract Customer Create Event Summary List Work Order Print Efficiency Close

Customer: Customer A Customer No: 0001005078 Current: 0.00 Credit Note: 0.00
 Address: 1234 Main St. Fort Wayne, IN 46801 Terms: Due on Receipt Total Past Due: 0.00
 Regular Credit: 0.00 Budget Amt Due: 35.10
 Phone: 1000000000 Credit Limit: 0.00 Prepaid Balance: 0.00

Showing 2 Consumption Site

Site	Description	Percent Left	Calculated Qty	Desired Qty	Driver
1234 Main St.	Tank A	80.00	0	0.00	Customer A

Product: Propane Substitutes: Spcl Price: 1.3000 Lock Price: No
 Requested Date: 04/25/2016 Priority: Total: 0.00 Terms: Due on Receipt
 Comments: Entered By: irelyadmin
 Order Status: Dispatched Call in Date: 04/25/2016 Dispatched Date: 04/25/2016 Ticket Assigned: TMO-45

Actual Delivered Information
 Date: Time: Qty: Price: Total:

Call Entry Details
 Last Delivery: 04/18/2016 Fill Method: Julian Calendar Total Capacity: 500.00
 Forecast Run Out: Next Delivery DD: 6,074 Estimated % Left: 80.00
 Route Sequence: 001-NW Serial Number: Tank1234 Estimated Gallons Left: 1,600.00
 Instructions:
 Comments:

8. Cancel Dispatch form will display. If you wish to notify the driver that dispatched will call order has been cancelled, you should check the option **'Send a notification of cancel message to the driver?'** else the driver will not be notified. You can either enter a message to the driver or not.

Cancel Dispatch

Proceed Cancel

Details

☒ Send a notification of cancel message to the driver?

Optional: Cancel dispatch order

Ready

9. Click the **Proceed** button. Call Entry will be untagged as dispatched. An email will be sent to the driver that contains information such as the original dispatch date and time and the period it has been cancelled and who cancelled it.

Mon 4/25/2016 2:16 PM
 i21testcompany@gmail.com
 Cancel Dispatch to Driver: Driver A
 To Jessica Real

CANCEL Dispatch		
Account:	0001005078	Customer A
Site No.:	0002	
Product:	LPG	Propane
Date Cancelled:	4/25/2016	2:15:44 PM
Cancelled By:	irelyadmin	
Original Dispatch:	4/25/2016	2:12:36 PM
Cancel Message:	Cancel dispatch	

Here's how to use Delivery Dispatch with Email Notification to Driver

- **Via Consumption Site**

1. Make sure that driver has a specific email and dispatch email is enabled in agslmst. This can be set under Salesperson Maintenance screen.

	agsls_email	agsls_dispatch_email	agsls_slsmn_id	agsls_name
4	NULL	N	CFN	CFN Card Sales
5	jessica.real@irely.com	Y	CO	COMPANY
6	NULL	N	DAR	DAVE REICHHART

2. From **System Manager > Company Preferences** menu, setup the SMTP Email settings and provide the necessary details.

The screenshot shows the 'Company Preferences' dialog box. The 'SMTP Email Settings' section is highlighted with a red border. The settings are as follows:

- Origin Integration: ☒
- Default Fields:
 - Currency: USD
 - Country: United States
- Default Accounting Method:
 - ☒ Accrual
 - ☐ Cash
- SMTP Email Settings (highlighted):
 - From Email: i21testcompany@gmail.com
 - From Name: Test Company
 - SMTP Server: smtp.gmail.com
 - SMTP Port: 587
 - Encrypted Connection: TLS
 - ☒ Requires Authentication
 - Username: i21testcompany@gmail.com
 - Password: *****
- Electronic Pricing Options:
 - Interface System: [Dropdown]
 - Quoting System Batch User ID: [Text]
 - Quoting System Batch User Password: [Text]
 - Interface Web Services URL: [Text]
 - Allow for Contract Pricing: ☐
 - Interface to Target Orders: ☐
 - Allow use for Closing Prices: ☐
 - Allow use for End of Month: ☐
 - Interface to Scales: ☐
 - Save History Every: [Dropdown]
 - Interval Start Time: [Text]
 - Interval End Time: [Text]
 - Interval Updates Minutes: [Text]
 - Quotes Decimals Shown: [Text]

3. Open a site or create a new site and select a specific driver. I selected 'Company' as example.

The screenshot shows the 'Consumption Sites' form for site 'GREEN ROAD'. The 'Driver' dropdown is highlighted with a red box and set to 'Company'. The form includes fields for Customer, Address, Phone, Terms, Credit Limit, and various financial metrics. The 'Site Information' section shows Location, Clock, Account Status, Sales Tax, Tax State ID, and Item. The 'Degree Day Information' section shows Fill Method, DD Between Delivery, Summer Daily Rate, Winter Daily Rate, Burn Rate, and Prompt for % Full.

Customer: SHELL PROPANE Customer No: 0000000021 Current: 0.000000 Credit Note:
Address: GREEN ROAD CHISAGO CITY, MN 55013 Terms: 20 - COD Total Past Due: 0.000000
Regular Credit: 0.000000 Budget Amt Due: 0.000000
Phone: 1000000000 Credit Limit: 1.000000 Prepaid Balance: 0.000000

Showing 1 Consumption Site
Filter Records (F3)
Address Description
GREEN ROAD Site 1

Location Information
Site No: 0001 Billing By: Tank ☒ Active
Description: Site 1
Address: GREEN ROAD
Zip Code: 55013 City: CHISAGO CITY
State: MN Country: United States
Latitude: 0.000000 Longitude: 0.000000
Driver: Company Route: 063
Sequence:

Site Information
Location: 063 Total Capacity: 0.000000
Clock: C1 Total Reserve: 0.000000
Account Status: A Price Reduction: 0.0000
Sales Tax: ☒ Class Fills: Product Class
Tax State ID: MN Recurring PO No:
Tax Locale 1: Print AR Balance: ☐ Energy Trac
Tax Locale 2:
Item: PROPANE

Degree Day Information
Fill Method: Will Call Fill Group:
DD Between Delivery: 0 Next Julian Delivery:
Summer Daily Rate: 0.000000 Winter Daily Rate: 0.000000
Burn Rate: 1.000000 Previous Burn Rate: 0.000000
Prompt for % Full: ☒ Adjust Burn Rate: ☒

On Hold Information
On Hold: ☐ Hold DD Calc: ☐
Reason:
On Hold Start: End:

Page 1 of 1

4. Create a Call Entry. Notice that Dispatch button will be enabled. You can either select a new driver or use the same driver from site. Save.

The screenshot shows the 'Consumption Sites' form with the 'Call Entry' tab selected. The 'Dispatch' button in the toolbar is highlighted with a red box. The 'Driver' dropdown is also highlighted with a red box and set to 'Company'. The form includes fields for Percent Left, Calculated Qty, Desired Qty, Product, Substitute, Reg Price, Printed, Requested Date, Priority, Total, Comments, Order Status, Call in Date, Dispatched Date, Ticket Assigned, Last Delivery, Fill Method, Total Capacity, Forecast Run Out, Next Delivery DD, Estimated % Left, Route Sequence, Serial Number, Estimated Gallons Left, Instructions, and Comments.

Customer: SHELL PROPANE Customer No: 0000000021 Current: 0.000000 Credit Note:
Address: GREEN ROAD CHISAGO CITY, MN 55013 Terms: 20 - COD Total Past Due: 0.000000
Regular Credit: 0.000000 Budget Amt Due: 0.000000
Phone: 1000000000 Credit Limit: 1.000000 Prepaid Balance: 0.000000

Showing 1 Consumption Site
Filter Records (F3)
Address Description
GREEN ROAD Site 1

Percent Left: 0.000000% Calculated Qty: 0.000000 Desired Qty: Driver: Company
Product: PROPANE Substitute: Reg Price: 1.8490 Printed: No
Requested Date: 06/24/2015 Priority: Total: 0.000000
Comments: this is a sample dispatched call entry. Entered By: AGADMIN
Order Status: Generated Call in Date: 06/24/2015 Dispatched Date: Ticket Assigned: TMO-4

Call Entry Details
Last Delivery: Fill Method: Will Call Total Capacity: 0.000000
Forecast Run Out: Next Delivery DD: 0 Estimated % Left: 0.000000
Route Sequence: 063 Serial Number: Estimated Gallons Left: 0.000000
Instructions: sample instructions Comments: sample comment

Page 1 of 1

5. Click Dispatch button to mark this order as dispatched.

Consumption Sites - 0000000021

New Save Search Undo Attach Device Site Action Print Call Entry Call Entry **Dispatch** Contract Create Event Summary List Work Order Print Efficiency Close

Customer: SHELL PROPANE Customer No: 0000000021 Current: 0.000000 Credit Note:
 Address: GREEN ROAD CHISAGO CITY, MN 55013 Terms: 20 - COD Total Past Due: 0.000000
 Regular Credit: 0.000000 Budget Amt Due: 0.000000
 Phone: 1000000000 Credit Limit: 1.000000 Prepaid Balance: 0.000000

Showing 1 Consumption Site

Filter Records (F3)

Address Description
 GREEN ROAD Site 1

Percent Left: 0.000000% Calculated Qty: 0.000000 Desired Qty: Driver: Company
 Product: PROPANE Substitute: Reg Price: 1.8490 Printed: No
 Requested Date: 06/24/2015 Priority: Total: 0.000000
 Comments: this is a sample dispatched call entry. Entered By: AGADMIN
 Order Status: Generated Call in Date: 06/24/2015 Dispatched Date: Ticket Assigned: TMO-4


Call Entry Details

Last Delivery: Fill Method: Will Call Total Capacity: 0.000000
 Forecast Run Out: Next Delivery DD: Estimated % Left: 0.000000
 Route Sequence: 063 Serial Number: Estimated Gallons Left: 0.000000
 Instructions: sample instructions Comments: sample comment

Page 1 of 1

6. After the will call order has been tagged as dispatched, the system will automatically send an email to the driver containing the details of the site and call entry.

Thu 6/25/2015 11:46 AM

 i21testcompany@gmail.com

Dispatch to Driver: Company

To Jessica

Account:	0000000021	SHELL PROPANE
Site No.:	0001	
Address:	GREEN ROAD	
City:	CHISAGO CITY	State: MN ZipCode: 55013
Product:	1130	PROPANE
Serial Number:		
Capacity:	0.00	
Est. Percent Left:	0.00	
Clock:	C1	
Quantity:	0.00	
Price:	\$ 1.8490	
Total Cost:	\$ 0.00	
Priority:		
Comment:	this is a sample dispatched call entry.	
Dispatcher:	AGADMIN	
Dispatched:	6/25/2015	11:45:32 AM
Instructions:	sample instructions	
Map Link:	GREEN ROAD	

7. Click **Cancel Dispatch** button to cancel the dispatch.

The screenshot shows the 'Consumption Sites' window with the 'Cancel Dispatch' button highlighted in the top menu bar. The window displays customer information for 'SHELL PROPANE' and various financial and operational details. The 'Dispatched' status is visible in the 'Order Status' field.

8. Cancel Dispatch form will display. If you wish to notify the driver that dispatched will call order has been cancelled, you should check the option '**Send a notification of cancel message to the driver?**' else the driver will not be notified. You can either enter a message to the driver or not.

The screenshot shows the 'Cancel Dispatch' form. The checkbox 'Send a notification of cancel message to the driver?' is checked. Below this, there is an 'Optional' text area with the text 'Cancel dispatch' entered.

9. Click the **Proceed** button. Call Entry will be untagged as dispatched. An email will be sent to the driver that contains information such as the original dispatch date and time and the period it has been cancelled and who cancelled it.

Thu 6/25/2015 1:26 PM
i21testcompany@gmail.com
Cancel Dispatch to Driver: Company
To Jessica

CANCEL Dispatch		
Account:	0000000021	SHELL PROPANE
Site No.:	0001	
Product:	1130	PROPANE
Date Cancelled:	6/25/2015	1:26:23 PM
Cancelled By:	AGADMIN	
Original Dispatch:	6/25/2015	11:45:32 AM
Cancel Message:	Cancel dispatch	

Here's how to use Delivery Dispatch with Email Notification to Driver

- Via Consumption Site

1. Make sure that driver has a specific email and dispatch email is enabled in agslmst. This can be set under Salesperson Maintenance screen.

	agsls_email	agsls_dispatch_email	agsls_slsmn_id	agsls_name
4	NULL	N	CFN	CFN Card Sales
5	jessica.real@irely.com	Y	CO	COMPANY
6	NULL	N	DAR	DAVE REICHHART

2. From Admin > Company Preferences form, setup the SMTP Email settings and provide the necessary details.

The screenshot shows the 'Company Preferences' window. On the left is a sidebar with 'Options' and 'Settings'. Under 'Settings', 'Accounts Payable' is selected. The main area is titled 'Origin Integration:' with a checked checkbox. Below this are two sections: 'Default Fields' and 'Default Accounting Method'. 'Default Fields' has 'Currency:' set to 'USD' and 'Country:' set to 'United States'. 'Default Accounting Method' has 'Accrual' selected with a radio button, and 'Cash' is unselected. Below these is the 'SMTP Email Settings' section. It contains the following fields: 'From Email:' (jessica.real@irely.com), 'From Name:' (Jessica), 'SMTP Server:' (smtp.office365.com), 'SMTP Port:' (587), 'Encrypted Connection:' (SSL), a checked 'Requires Authentication' checkbox, 'Username:' (jessica.real@irely.com), and 'Password:' (masked with dots). At the bottom of the window is a status bar with a question mark, a lightbulb, and the word 'Ready'.

3. Open a site or create a new site and select a specific driver. I selected 'Company' as example.

The screenshot shows the 'Consumption Sites - 0000100603' window. At the top is a toolbar with icons for New, Save, Search, Undo, Attach Device, Site Action, Print Call Entry, Call Entry, Dispatch, Contract, Create Event, Summary List, Work Order, Print Efficiency, and Close. Below the toolbar are fields for Customer: AAA LANDSCAPING, Customer No: 0000100603, Current: 0.00, Credit Note: (empty), Address: % ANAN ANABTAWI 619 E DUPONT RD #137 FORT WAYNE, IN 46825-2055, Terms: 1 - Net 30, Total Past Due: 1,862.78, Regular Credit: 1,975.15, Budget Amt Due: 0.00, Phone: 2606379900, Credit Limit: 15,000.00, and Prepaid Balance: 0.00. Below these are tabs: Site, Detail, Devices, Associated Sites, Appliances, Call Entry, Delivery History, Event History, and Work Orders. The 'Site' tab is active, showing 'Showing 1 Consumption Site'. On the left is a list of sites with columns 'Address' and 'Description'. The first site is '% ANAN ANABTAWI 61... Test'. The main area is divided into 'Location Information' and 'Site Information'. 'Location Information' includes Site No: 0001, Billing By: Tank, Active checkbox, Description: Test, Address: % ANAN ANABTAWI 619 E DUPONT RD #137, Zip Code: 46825, City: Fort Wayne, State: IN, Country: United States, Latitude: 41.160026, Longitude: -85.118769, Driver: COMPANY, Route: 069, and Sequence: (empty). 'Site Information' includes Location: 008, Total Capacity: 0.00, Clock: C1, Total Reserve: 0.00, Account Status: 5, Product: #2 FUEL O, Sales Tax: 0.0000, Price Reduction: 0.0000, Tax State ID: IN, Class Fills: Any Item, Tax Locale 1: (empty), Recurring PO No: (empty), Tax Locale 2: (empty), Print AR Balance: (empty), Energy Trac, Delivery Terms: 1 - Net 30, and Degree Day Information.

4. Create a Call Entry. Notice that Dispatch button will be enabled. You can either select a new driver or use the same driver from site. Save.

Consumption Sites - 0000100603

New Save Search Undo Attach Device Site Action Print Call Entry Call Entry **Dispatch** Contract Create Event Summary List Work Order Print Efficiency Close

Customer: AAA LANDSCAPING Customer No: 0000100603 Current: 0.00 Credit Note:
Address: % ANAN ANABTAWI 619 E DUPONT RD #137 FORT WAYNE, IN 46825-2055 Terms: 1 - Net 30 Total Past Due: 1,862.78
Phone: 2606379900 Regular Credit: 1,975.15 Budget Amt Due: 0.00
Credit Limit: 15,000.00 Prepaid Balance: 0.00

Showing 1 Consumption Site << Site Detail Devices Associated Sites Appliances Call Entry Delivery History Event History Work Orders

Filter: Address Description
% ANAN ANABTAWI 61... Test

Percent Left: 0.00% Calculated Qty: 0.00 Desired Qty: Driver: COMPANY
Product: #2 FUEL OIL 60/- Substitute: Price: 1.3500 Terms: 1 - Net 30
Requested Date: 09/25/2014 Priority: Total: 0.00 Printed: No
Comments: Delivery dispatch test Call in Date: 09/25/2014
Entered By: AGADMIN

Call Entry Details

Last Delivery: Fill Method: Will Call Total Capacity: 0.00
Forecast Run Out: Next Delivery DD: 0 Estimated % Left: 0.00
Dispatched Date: Ticket Assigned: Estimated Gallons Left: 0.00
Route Sequence: 069 Serial Number:
Instructions: test Comments: test

5. Click Dispatch button to mark this order as dispatched.

Consumption Sites - 0000100603

New Save Search Undo Attach Device Site Action Print Call Entry Call Entry **Cancel Dispatch** Contract Create Event Summary List Work Order Print Efficiency Close

Customer: AAA LANDSCAPING Customer No: 0000100603 Current: 0.00 Credit Note:
Address: % ANAN ANABTAWI 619 E DUPONT RD #137 FORT WAYNE, IN 46825-2055 Terms: 1 - Net 30 Total Past Due: 1,862.78
Phone: 2606379900 Regular Credit: 1,975.15 Budget Amt Due: 0.00
Credit Limit: 15,000.00 Prepaid Balance: 0.00

Showing 1 Consumption Site << Site Detail Devices Associated Sites Appliances Call Entry Delivery History Event History Work Orders

Filter: Address Description
% ANAN ANABTAWI 61... Test

Percent Left: 0.00% Calculated Qty: 0.00 Desired Qty: Driver: COMPANY
Product: #2 FUEL OIL 60/- Substitute: Price: 1.3500 Terms: 1 - Net 30
Requested Date: 09/25/2014 Priority: Total: 0.00 Printed: No
Comments: Delivery dispatch test Call in Date: 09/25/2014
Entered By: AGADMIN

Call Entry Details

Last Delivery: Fill Method: Will Call Total Capacity: 0.00
Forecast Run Out: Next Delivery DD: 0 Estimated % Left: 0.00
Dispatched Date: 09/25/2014 Ticket Assigned: Estimated Gallons Left: 0.00
Route Sequence: 069 Serial Number:
Instructions: test Comments: test

6. After the will call order has been tagged as dispatched, the system will automatically send an email to the driver containing the details of the site and call entry.

Dispatch to Driver: COMPANY

☐ Jessica Real

Sent: Thu 09/25/2014 2:42 AM

To: ☐ Jessica Real

Account:	0000100603	AAA LANDSCAPING
Address:	% ANAN ANABTAWI 619 E DUPONT RD #137	
Product:	PFO6040	#2 FUEL OIL 60/40
Capacity:	0.00	
Clock:	C1	
Quantity:	0.00	
Price:	\$ 1.3500	
Total Cost:	\$ 0.00	
Comment:	Delivery dispatch test	
Dispatcher:	AGADMIN	
Dispatched:	9/25/2014	2:42:22 AM
Instructions:	test	
Map Link:	% ANAN ANABTAWI	

7. Click Cancel Dispatch button to cancel the dispatch.

Consumption Sites - 0000100603

New Save Search Undo Attach Device Site Action Print Call Entry Call Entry **Cancel Dispatch** Contract Create Event Summary List Work Order Print Efficiency Close

Customer: AAA LANDSCAPING Customer No: 0000100603 Current: 0.00 Credit Note:
Address: % ANAN ANABTAWI 619 E DUPONT RD #137 Terms: 1 - Net 30 Total Past Due: 1,862.78
FORT WAYNE, IN 46825-2055 Regular Credit: 1,975.15 Budget Amt Due: 0.00
Phone: 2606379900 Credit Limit: 15,000.00 Prepaid Balance: 0.00

Showing 1 Consumption Site
Filter: % ANAN ANABTAWI 61... Test

Dispatched
Percent Left: 0.00% Calculated Qty: 0.00 Desired Qty: 0.00 Driver: COMPANY
Product: #2 FUEL OIL 60/40 Substitute: Price: 1.3500 Terms: 1 - Net 30
Requested Date: 09/25/2014 Priority: Total: 0.00 Printed: No
Comments: Delivery dispatch test Call in Date: 09/25/2014
Entered By: AGADMIN

Call Entry Details
Last Delivery: Fill Method: Will Call Total Capacity: 0.00
Forecast Run Out: Next Delivery DD: 0 Estimated % Left: 0.00
Dispatched Date: 09/25/2014 Ticket Assigned: Estimated Gallons Left: 0.00
Route Sequence: 069 Serial Number:
Instructions: test Comments: test

8. Cancel Dispatch form will display. If you wish to notify the driver that dispatched will call order has been cancelled, you should check the option 'Send a notification of cancel message to the driver?' else the driver will not be notified. You can either enter a message to the driver or not.

Cancel Dispatch

Proceed Cancel

Details

☒ Send a notification of cancel message to the driver?

Optional: cancel dispatch

Ready

9. Click Proceed button. Call Entry will be untagged as dispatched. An email will be sent to the driver that contains information such as the original dispatch date and time and the period it has been cancelled and who cancelled it.

Cancel Dispatch to Driver: COMPANY

☐ Jessica Real

Sent: Thu 09/25/2014 2:44 AM

To: ☐ Jessica Real

CANCEL Dispatch		
Account:	0000100603	AAA LANDSCAPING
Product:	PFO6040	#2 FUEL OIL 60/40
Date Cancelled:	9/25/2014	2:43:37 AM
Cancelled By:	AGADMIN	
Original Dispatch:	9/25/2014	2:42:22 AM
Cancel Message:	cancel dispatch	