

Quick start Operation - Drivers for EATA 2000 v2.0.1

Drivers:

As orders are created in the Sales screen they are displayed on the Drivers screen. They are presented in the order they should be delivered. A driver or dispatch control will assign each order as it is ready to be delivered. In the Driver window (F1) The driver is selected from a list of Drivers. If the driver is not yet logged in the log in can be confirmed at that time. The order to be assigned for delivery is highlighted. A driver may take more than one order if this is permissible in the shop. The orders are selected by pointing (mouse click) to the box or using the down arrows to highlight the order and press space to place the selection tick. Then select the Assign button to place the order in the driver window. (Bottom part of screen.)

When the driver has completed the delivery they open their window, select the order and confirm. This presents a window for the driver to enter the delivery details. Depending on the set up selections the driver may need to enter all information or just confirm that what is there is correct. The delivery money is added to the driver's total commitment.

The driver can at any time account for money received and put into store till value. This must be done at end of shift before the driver is allowed to logout. This window will require confirmed by a manager if the manager passwords are active.

If the location of the PC with the driver screen is located where pick up orders are collected this screen can also process the money received from clients when they pick up an order. To display all orders,(not just delivery orders) the tick is removed from the "Deliveries Only" button at the top of the screen. To process a pick up order press F1 or select the "all Orders" button. This will display all orders. Select the order to be collected. Select the Confirm Button in the same window and the receive money window is presented. If the money taken is more than that required the system will display the change to be given.

Display of orders uses color to highlight orders that may be or are late based on the promised delivery time. Orders can be reprinted or deleted from this window. Double clicking an order will display the details of what is on the order as well as the status of the order.

Operations vary between Pizza shops but the basic method for Drivers to complete the delivery task is:

- Assign the order to the driver
- After returning from the delivery the driver must confirm the order. This includes providing the time of delivery and the value of money collected or any variations. If variations occur the driver must enter reason for variation with the confirmation.
- At close of shift for a driver he must account for any money collected. They can also return money during the shift if desired.
- To return money the driver requires a manager to authorise the money transaction to confirm what has been returned.
- At end of shift the driver must account for all money before logging off. This function also prints the driver report but the report can be skipped. The same report can also be printed from the reports menu.

It is optional for the system to be set so that a driver cannot take out a new order before confirming delivery of the last order taken. There are also options to determine if the system will pre-fill values thus making

data entry a minimum or not pre-filling to ensure the driver enters the money collected rather than just confirm a value.