



# EQ DESPATCH APP SETUP & INSTRUCTIONS

## **Overview**

EQ Despatch App extends the use of EQ Professional for delivery scheduling and tracking. You can create weekly delivery schedules on the desktop in a drag and drop interface including route optimisation and planning. Then send your delivery loads to mobile devices and barcode scan your products at each process, e.g. scan on to the delivery van, scan off at the customer's delivery address. Collect signatures, photos and feedback which automatically synchronises back to EQ Professional.

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## **Requirements**

EQ Professional is required on at least 1 PC so that the Weekly Delivery List can be used and linked with the EQ Despatch mobile app.

EQ Cloud needs to be installed on 1 PC, preferably a dedicated server PC, which has access (over a wired network) to your EQ databases.

EQ Despatch App will run on Apple and Android devices. EQ Despatch is designed and optimised for use with phone size devices rather than tablets and uses the phone's camera to scan barcodes. Specifically the following are supported:

### **Minimum specification for Apple devices:**

All devices running iOS 9.0 or above.

Recommended: Apple iPhone 6 or newer.



### **Minimum specification for Android devices:**

Phone or tablet running Android version 7.0 Nougat or above.

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## **Installation Procedure**

Run EQ Cloud installer on your designated server PC, as above. This will be provided with your order email from EQ support.

No further installation is necessary for any other PCs running EQ.

## EQ: Weekly Delivery List Overview

To launch the Weekly Delivery List either click the Diary button then select Weekly Delivery List. Alternatively, you can right-click on your toolbar and select a dedicated button for Weekly Delivery List:



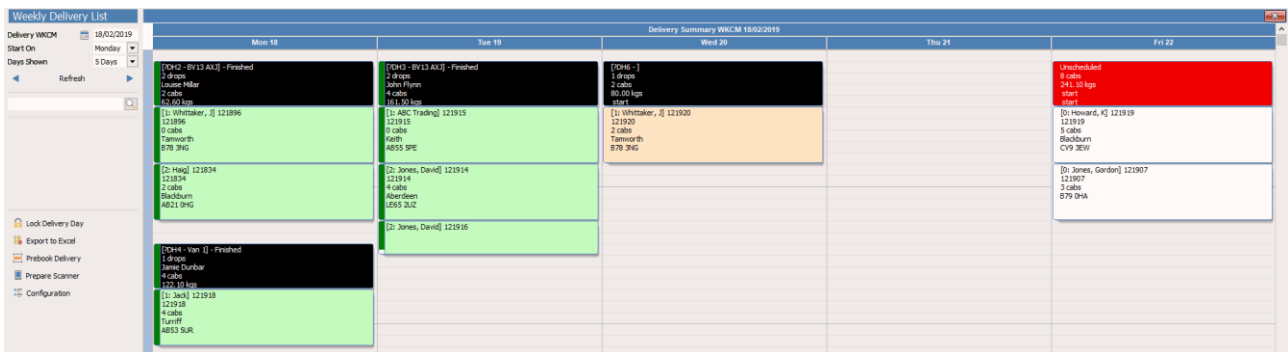
Once you have opened the weekly delivery list you have 2 view options, a grid or a drag and drop interface. To schedule loads for use with the Despatch App you should use either a split screen view which shows the grid on the left, and drag and drop on the left. Click either of these 2 buttons on the lower left:



Or use the drag and drop interface full screen by clicking this button:



The drag and drop interface looks like this:



The **black** rows are load headers with the coloured boxes underneath each order. Manage your delivery loads by dragging and dropping orders. When orders are dropped under loads they gain a drop number which you can then click and drag to re-arrange your deliveries. In the example above...

**Monday:** there are 2 loads for different vehicles. On the first load there are 2 orders, and 2 drops. Underneath there is another load with 1 order and 1 drop.

**Tuesday:** there is 1 load with 3 orders but 2 of the orders are for the same delivery postcode so it is shown with a smaller box. That shows as just 2 drops.

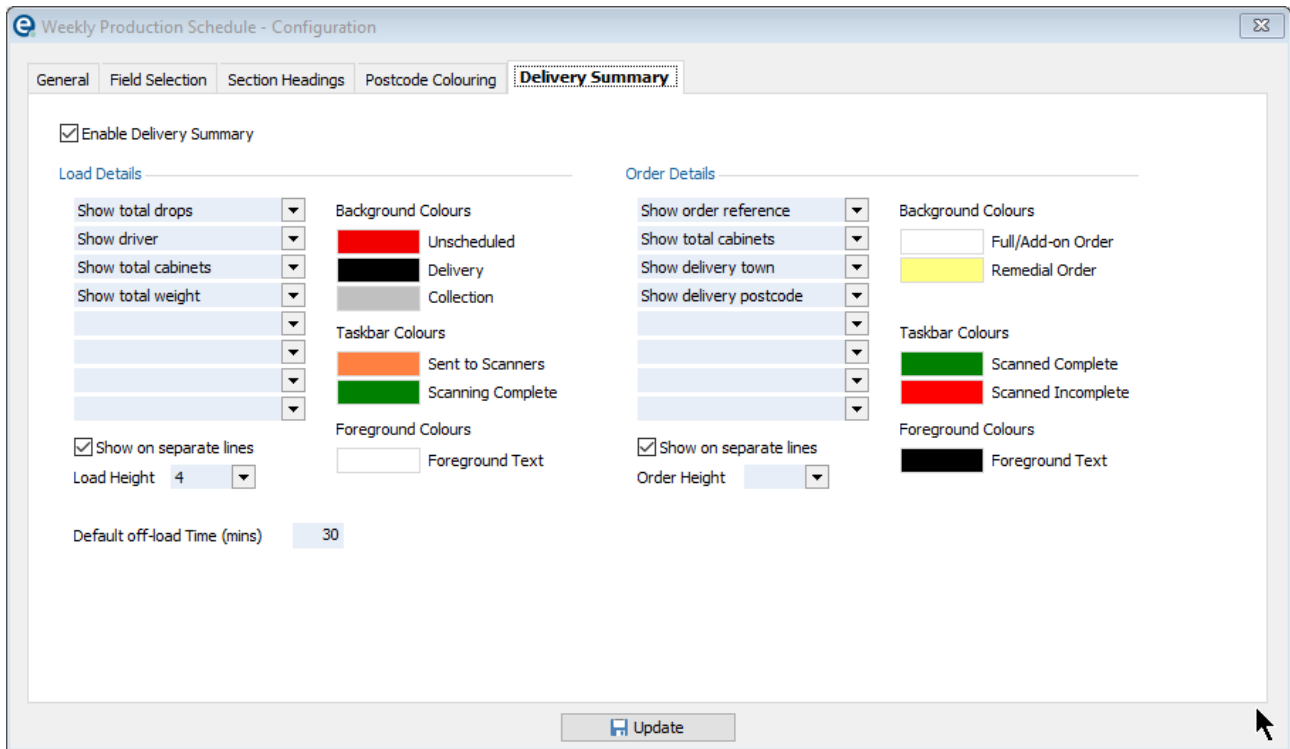
**Wednesday:** there is 1 load with 1 order and 1 drop. It is a different colour because it has been scanned on to the delivery van but not yet scanned off at the delivery location.

As you progress through the steps in the Despatch App, scanning barcodes, the status of the order and drop is updated on this screen by colour changes.

The red rows are headers grouping together unscheduled orders which are in the white boxes.

**Friday:** shows 2 orders both unscheduled. This is because they have a delivery date for Friday but have not been scheduled with any more detail.

## **EQ: Weekly Delivery List Configuration**



You can configure the scheduling view with your own colours for statuses and select the text that appears on each of the boxes.

Open the Weekly Delivery List then click the Configuration button on the left. Pick the Delivery Summary tab to view the below:

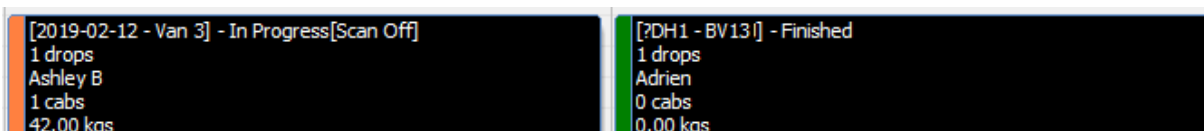
Enable Delivery Summary should be ticked in order to access the drag and drop view.

**Load Details** are the boxes that act as headers for each load. Click the drop downs to show up to 8 different pieces of information about the load.

**Order Details** are the text boxes that represent each order. Click the drop downs to show up to 8 different pieces of information about the load.

Right-click on the colour swatches to change the colours that are set for each status.

**Taskbar Colours** represent the small bar that shows at the side of the box. That represents the scanning status. Load is showing below, on the left it has been sent to the Despatch App, and on the right all scanning has been completed.



**Load/Order Height** sets how many rows high the load/order boxes are. If you select multiple text fields you may need to increase the height so you can see all of the text on the boxes.

**Default off-load time (mins)** is a value that can be added into every drop to make the estimated time more accurate. You can apply the default time quickly to all drops, and when scheduling a load you can adjust the off-load time for every drop.

# Configuration for EQ Despatch App

In addition to configuration for the Weekly Delivery List you should setup these options before first use of the EQ Despatch App.

## Vehicles

Under the Diary button click **Despatch Vehicles**.

Click **Add** and enter each of your vehicles. These can be names, descriptions or registration plates.

## Despatch Methods

Under the **Diary** button click **Despatch Methods**

Click **Add** and enter each of methods, e.g. courier, own transport.

## Despatch Processes

Under the **Diary** button click **Despatch Processes**.

This is a list of processes or areas that you will be using with the Despatch App. You could list your warehouse, large lorry, distribution centre, and smaller delivery lorry. The simplest setup for you to track deliveries would be:

**Scan ON** – Scans the products ONTO the delivery van

**Scan OFF** – Scans the products OFF the delivery van, to your customer.

Selection List Contents											
Area ID	Despatch Processes	Requires Signature	Compulsory Signature	Compulsory Name	Compulsory Picture	Sequence	Started	Complete	Image Location	Linked to Milestone	
1	Scan On	Order Complete	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1			Customer Folde	Despatch ON	
2	Scan Off	Order Complete	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2			Customer Folde	Despatch OFF	

For each process set the following:

- Despatch Process** Enter a name
- Requires Signature** Select to capture a signature either on completion of every order being scanned, the whole process being completed, or no signature required.
- Compulsory Signature** Tick to set a signature as a compulsory entry so the Despatch App will not proceed until a signature has been completed.
- Compulsory Name** Tick to set a name as a compulsory entry so the Despatch App will not proceed until a name has been entered above the signature box.
- Compulsory Picture** Tick to set a name as a picture as compulsory so the Despatch App will not proceed until at least one photo has been captured (e.g. as proof of delivery)
- Sequence** Set the numeric sequence of the processes
- Started / Completed colour** Right-click the colour swatch to pick a custom colour. This is the colour of the order box on the Weekly Delivery List summary screen.
- Image Location** Image location applies to the photos captured and all signatures captured in Despatch App. Default is a sub-folder within your data folder called EQScanner. Customer folder or Order folder relates to the usual folder locations in EQ.
- Linked to Milestone** Set a milestone to be completed, once the process is completed. This will show in Projects > Sales Orders and allows for filtering.

## EQ: Weekly Delivery List Unscheduled Jobs

All sales orders appear on the Weekly Delivery List when they have an estimated delivery address set. This is done in the **Accept screen / Order Details** screen shown below:

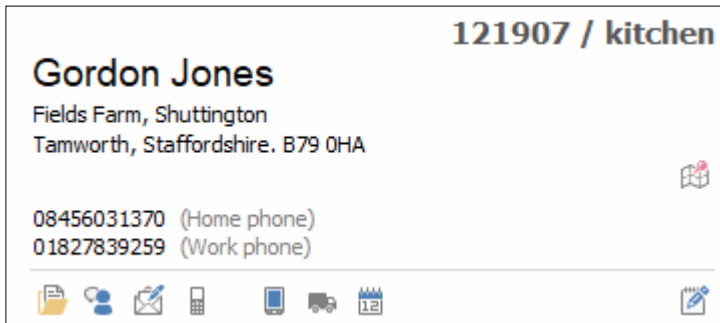
Key Dates	Additional Milestones	Payment Stages	Finance Details
Accepted	05/02/2019		
Production	16/02/2019		
Survey	13/02/2019	Resource	
Delivery	01/03/2019	Resource	
Installation	26/02/2019	Resource	
Completion	09/03/2019		

Orders initially appear on the delivery date selected as **Unscheduled** as shown below (left):










You can click the top handle of an order to drag it and move it between days. The cursor changes to a double-headed arrow as shown above (right).

To schedule an order onto a new load, drag its handle onto a clear grey part of the day you wish to schedule it. Either the top row or the bottom of the day.

On the Delivery Summary screen you can open a order and view other shortcuts. **Double-click on an order's box** to show the below shortcut card:



The buttons are:

- |   |                          |   |
|---|--------------------------|---|
|    | <b>Customer folder</b>   | Click to open the customer folder (the same as opening from the customer screen). It will contain the despatch photos if you selected that option in the Despatch Processes Setup (page 6). |
|    | <b>New Communication</b> | Creates a new entry in the customer communications tab (formerly Contact History).  |
|   | <b>New Email</b>         | Creates a new <b>email</b> to the customer including picking from the email templates (you can use order merge fields in the templates).  |
|  | <b>New Text (SMS)</b>    | Creates a new <b>text message</b> to the customer including picking from the email templates (you can use order merge fields in the templates).   |
|  | <b>Scanner Info</b>      | Shows the item and order level progress from <b>EQ Despatch App</b> .   |
|  | <b>Delivery Note</b>     | Print a new delivery note for the selected order.   |
|  | <b>Order Details</b>     | Shortcut to the order's <b>Accept / Order Details</b> screen where you can update all the key dates including the customer delivery date.   |
|  | <b>Open Order</b>        | Shortcut to open the sales order in full.   |
|  | <b>Google Maps</b>       | Options to <b>Locate..</b> or <b>Navigate to..</b> the customer's delivery street or postcode.  |



## EQ: Scheduling a New Load

Open the **Weekly Delivery List** screen and show the full view summary.

Click the top handle of an order and drop it onto a new empty grey space. The New Load window will open:

Drop	ETA	Distance	Driving Time	Off-load (Mins)	Customer	Delivery Address	Postcode

Specify a **load number** at the top left. This should be unique at least to the week. It can include any alphanumeric characters, so could also include a vehicle specific identifier. Complete the other options from the drop down boxes: **Driver, Vehicle, Delivery Method** and set a delivery type.

Press **Update** when you have completed and you now have created a new load with 1 order and 1 drop which will look like this on the delivery summary:

```
[DH7 - BT 13 ABC]
1 drops
Adam Smith
5 cabs
140.00 kgs

[1: Howard, K] 121919
121919
5 cabs
Blackburn
CV9 3EW
```

### Edit Load Information

Double-click the load header to open the same screen if you need to make adjustments or perform route optimisation (see page 9).

Click **Update** to save changes to the load.

## EO: Adding Orders and Drops to Loads

To add further orders to an existing load, drag the order's handle and drop it underneath the existing order(s) (shown below left)

The image shows two states of a load card. On the left, the load card for [DH7 - BT13 ABC] has 1 drop (5 cabs, Adam Smith, 140.00 kgs) and an 'Unscheduled' order (3 cabs, 101.10 kgs) below it. A red arrow points from the unscheduled order to the load card. On the right, the load card now has 2 drops: the first drop (5 cabs, Adam Smith, 140.00 kgs) and the second drop (3 cabs, B79 OHA, 101.10 kgs).

It will automatically become drop 2 (as above, right)

You can click and drag the handle to re-arrange the sequence and the drop number will change automatically. Drag the handle and drop it over the middle of 2 existing drops and it will insert itself.

By default a new order will create a new drop. If you schedule 2 orders that have the same delivery postcode you can drop one order directly over the top of the original order, and it will become part of the same drop. The image below shows 2 orders on drop 2:

The image shows a load card for [DH7 - BT13 ABC] with 2 drops. The first drop has 3 cabs (Adam Smith, 241.10 kgs) and the second drop has 5 cabs (Adam Smith, 241.10 kgs). Both drops have the same postcode (CV9 3EW).

## **EQ: Route Optimisation**

When you have all of your drops ready, you can use route optimisation within EQ to suggest an optimised route and complete the drop ETAs, distance and driving time. Note that using the route optimisation uses 2 EQ credits per optimisation. (These credits are set and purchased online through Tools > Customise and are also used for postcode address lookups). Routes do not take into account traffic conditions or working hours regulations.

**Double-click** the load header to open the Load Details screen. Your drops show one entry per row.

You can edit the following:

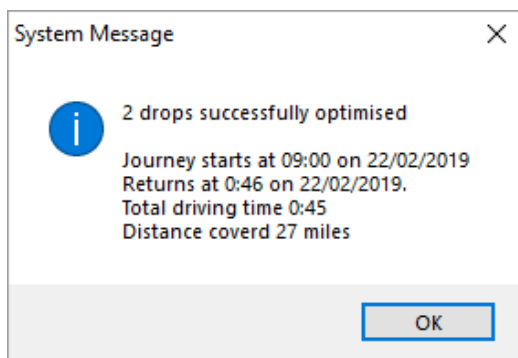
**Start Time** for the journey

**Start Location** will default to your company address but can be amended per load

**Default off-load time (mins)** is set here and copied to each drop below. You can adjust the default here or adjust each of the drops

Tick **Round Trip** to complete the journey back to your start location

Click the **Optimise Route** button and continue. EQ will connect over the Internet and then present a route summary as below:



EQ will complete the ETA, distance and driving time against each drop.

The screenshot shows the "Load Details" screen for a load on 22/02/2019. The "Route Optimisation" section is active, showing settings for Start Time (09:00), Start Location (LE65 2UZ), Default off-load Time (mins) (30), and Round trip (checked). The "Route Summary" shows Total Mileage (26), Total Driving Time (0:45), Total Time Taken (1:45), and Return ETA (22/02/2019 10:46:31). The "Drop Details" table is as follows:

Drop	ETA	Distance	Driving Time	Off-load (Mins)	Customer	Delivery Address	Postcode
1	22/02/2019 09:21:32	13	00:21:31	30	Jones, Gordon	Fields Farm, Shuttington, Tamworth, Staffordshire, B79 0HA	B79 0HA
2	22/02/2019 10:00:03	2	00:08:31	30	Howard, K	123 Industrial Estate, Main Road, Rugby, Warwickshire, CV9 3EW	CV9 3EW

An "Update" button is located at the bottom center of the screen.

Click **View Route** to open a Google Maps link with all of your route plotted.

## EQ: Locate Vehicle/Device

Once a load has been sent to the scanner, you can request the last known location of the device. Locations are only recorded while the Despatch App is being used.

**Double-click** the load header to open the Load Details.

Click the **Locate Vehicle/Device** button.

(This will be disabled if it is a new load or has not yet received any location information back from the device running the EQ Despatch app).

EQ will open a Google Maps link with the co-ordinates of the last known location of the device.

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## EQ: Item Labels

For scanning barcodes you will need the EQ item labels with barcodes printed.

### Defaults:

Before first use check in **Tools > Customise > Documents > Item Labels** that “**Print Barcode**” is ticked.

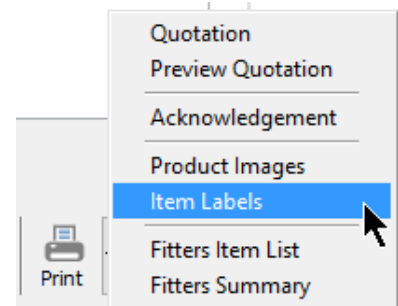
You should set the label printing defaults in **Tools > Customise > General Layout** click **Product Grouping** you can select the field “**Label each**” next to each global type and category combination. All products will obey these defaults unless overridden at an individual order.

### Printing Order's Labels:

To print an individual order's item labels open the order and go to the arrow next to **Print** > select **Item Labels**.

The default label options are shown. In the example below the 25 handles would print only 1 label (being packaged together).

You can override the defaults by either clicking the Label Each check box or right-click on the description column. Then you can change the number of labels per item.



Code	Description	Item	Qty	Print	Label Each	Labels
Accessories						
H050	Handle	1	25.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1

### Printing Labels in Bulk:

In the **Weekly Delivery List** when using the grid view you can apply a filter on the left hand side, then click the **Weekly** menu at the top to print documents in bulk, for the filtered orders only.

Or In the **Weekly Delivery List** delivery summary view (drag and drop interface) use the same **Weekly** menu on the top menubar to print for all orders in that week's view.

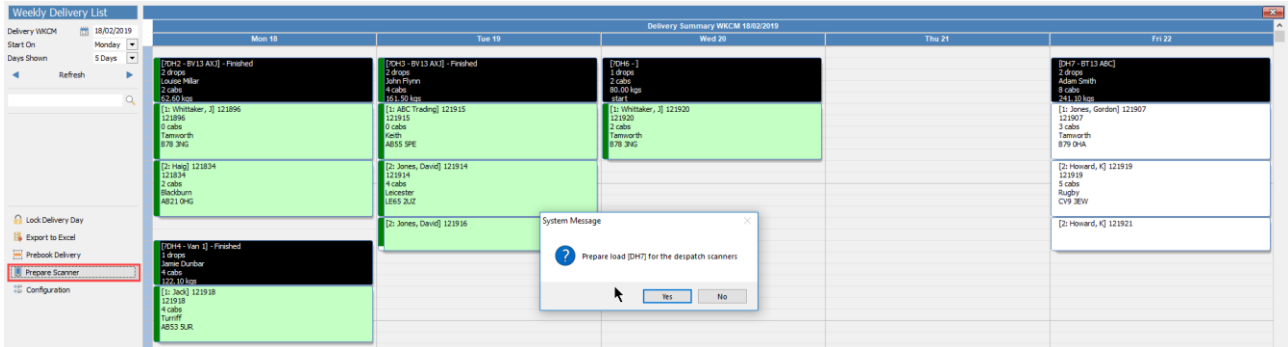
EQ Despatch App will display the number of labels that are to be required, per product line. E.g. if one product ships across 2 boxes, the order quantity will show 1, and the label quantity will show 2. As you scan you will see 1 / 2 and then 2 / 2. The product is only complete when 2 of 2 labels have been scanned.

## EQ: Prepare Scanner

Once you have created your loads and your drops have been scheduled you are ready to send your load to the Despatch App. Once a load has been sent to the Despatch App the load details are locked.

You will need to have had the EQ item labels with barcodes attached to your products in order to use the barcode scanning element of EQ Despatch App.

In the delivery summary screen click a load header and then click **Prepare Scanner** on the left



Once you have clicked **Yes** the load information will be sent to EQ Despatch App (via EQCloud).

Every Despatch App that is logged in to your company EQ data will receive access to all of the loads.

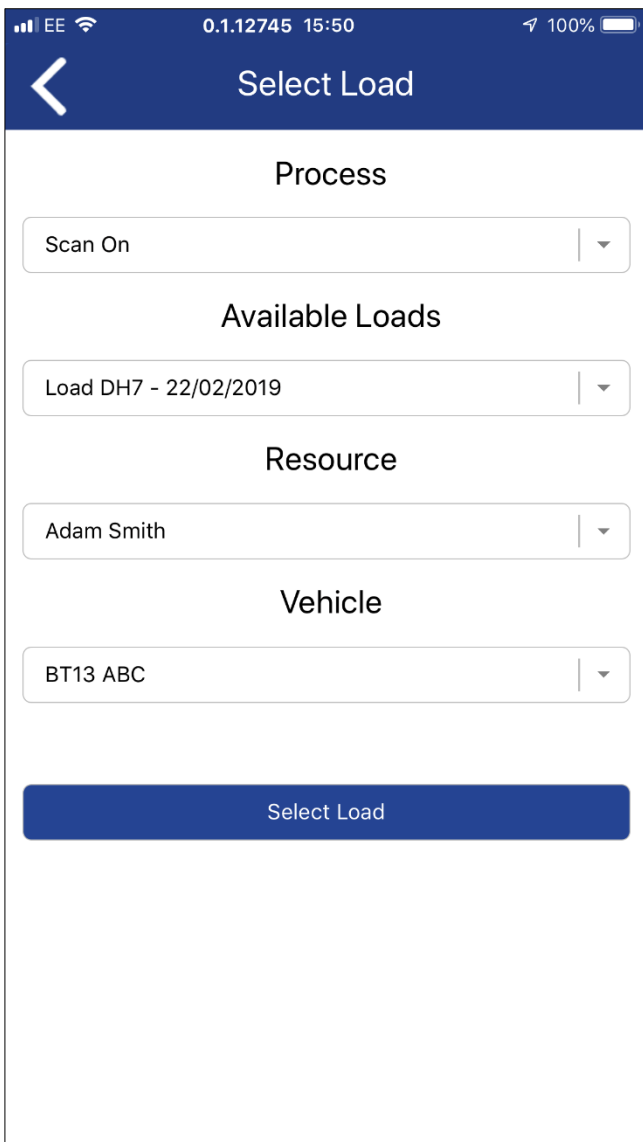
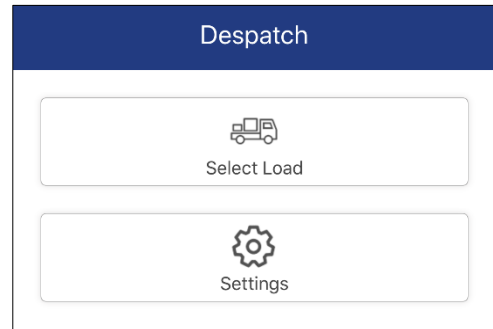
## EQ Despatch App: Scanning

Open EQ Despatch App and login with your dataset ID and password

Tap **Select Load**

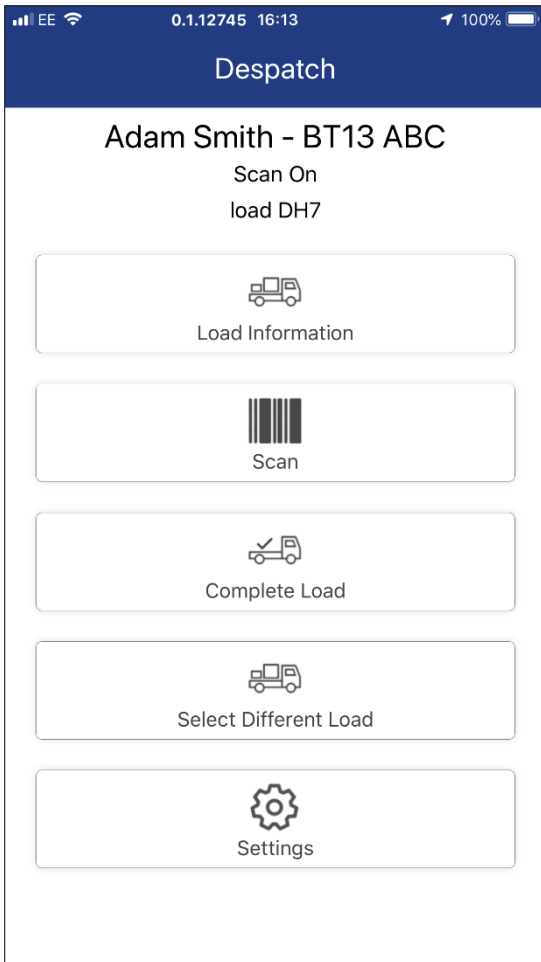
Begin by selecting your scanning process, e.g Scan On and then pick from the available loads.

The Resource and Vehicle will be completed, as per your selection in EQ (as shown below).



Tap **Select Load** at the bottom to begin.

The Load Details displays as below with the resource and vehicle, process, and load number across the top:



**Load Information** shows a summary of the number of orders and products to be scanned at each process.

Tap **Scan** to begin scanning your products.

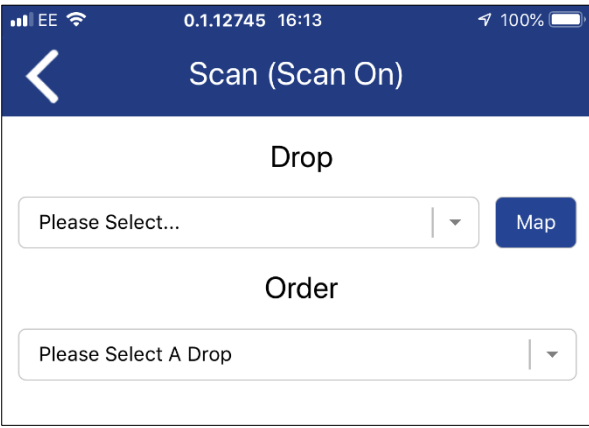
Only tap **Complete Load** once you have finished all drops in this load.

Tap **Select Different Load** to return to the previous screen and pick another load.

Now that this order has begun its process on Despatch App, EQ on the desktop will begin updating the status on the delivery summary view.

Drop 2 has begun. Note the load header shows “In Progress [Scan On]” and the orders in drop 2 have changed colour to show the first process has begun:

[DH7 - BT13 ABC] - In Progress[Scan On] 2 drops Adam Smith 8 cabs 241.10 kgs
[1: Jones, Gordon] 121907 121907 3 cabs Tamworth B79 0HA
[2: Howard, K] 121919 121919 5 cabs Rugby CV9 3EW
[2: Howard, K] 121921



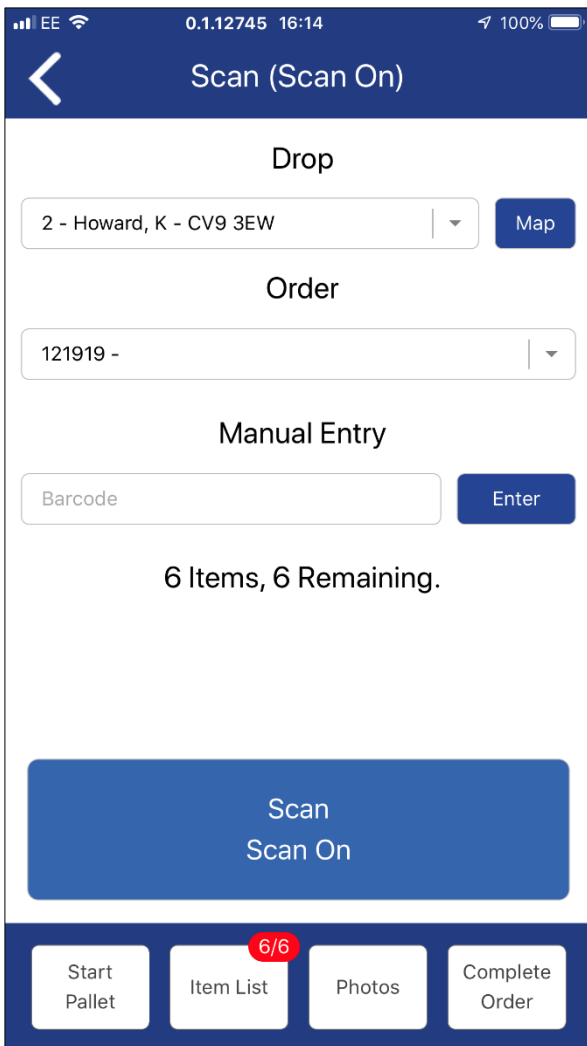
Once you have tapped Scan, select the **Drop** and the **Order** from the boxes below.

The drop list shows the customer and delivery postcode.

The orders list shows the EQ order ref and the own ref (if specified)

You then have the main scanning screen:





Tap **Scan** to begin to use the camera/barcode reader (dependent on your hardware) to scan each product into the first process.

## **Pallets**

Pallets allow you to group together products so that you can have a quicker process when scanning the same products as subsequent locations.

1. Tap Scan Pallet
2. Scan all of the products that are being loaded onto the pallet
3. Tap Stop Pallet

When you load the next processes (e.g. Scan OFF) you will only need to scan 1 of the products on that pallet and Despatch App will automatically mark all other products on the pallet as delivered.

## Item List

Tap item list to show all products for the current order:

#	Description	Qty	Scanned/ Labels
1	0325 Toronto Round Outdoor Wall Light Ø250xD85mm	1	1/1
2	2W-150-37 Classic Radiator 2 Column Wall Hung 1492 x 398mm	5	1/5
3	BL450709 Classic 6 S 1.5 Bowl Sink, LH Bowl With Colander	2	0/2
4	AQBD10 Pacific Bi-Fold Shower Door 1000mm	1	1/2

Filter with the button at the top to show: **All**, **Scanned** products, or **Remaining** products

### *Note on quantities and labels:*

**Qty** shows the quantity of product on the order.

**Scanned / Labels** - show the number of labels scanned / the total number of labels required.

For example, in the screen on the left:

**Item 1** is 1 product with 1 label. It has all been scanned **so shows in green**.

**Item 2** is 5 products with 1 label each, totalling 5 labels to scan. It has partly been scanned **so shows in orange**.

**Item 3** is 2 products with 1 label each, totalling 2 labels to scan. It has not yet been scanned **so shows in white**.

**Item 4** is 1 product with 2 labels (e.g. 2 boxes make up the 1 product). Half of the product has been scanned so it **shows in orange**. In the item count, this would be 0.5 of a product.

Tap on a product's line to show the item details.

## **Item Details**



When the product is located in the EQ Catalogues database item details will show the image, description and specification.

Tap **Photos** to add a photo from your photo library or use the camera. Once captured you can add a text caption, such as describing the damaged product.

**Manual Scan** to record a scan for that product. Use in case the barcode label is missing or damaged.

**Unscan** allows you to unscan the product in case it was scanned in error. Unscan only appears once the product has been scanned.

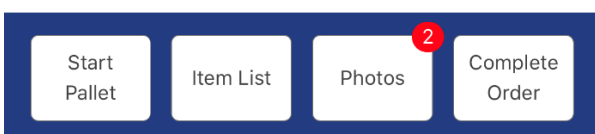
Tap < to return to the item list.

Scan each product, and as you work your way through the item list, once the scanned quantity matches the item quantity each product row will turn green. Products with a multiple quantity, when the quantity scanned does not yet match will display as orange, as they are in progress.

## **Photos**

In addition to item level photos (see Item Details above) you can tap Photos whilst scanning an order, to save order level photos. These photos are saved on the order, not a specific product. AN item photo could be used to show proof of delivery.

As **Photos** are saved, the count on the Photos button will display how many have been saved to the current order.




## EQ: Order Scanner Info

As you scan the products, EQ on the desktop receives the updates and will display the scan progress. On the Weekly Delivery List **double-click an order**, then click the **Scanner Info** button:

**121907 / kitchen**

**Gordon Jones**  
Fields Farm, Shuttington  
Tamworth, Staffordshire. B79 0HA


08456031370 (Home phone)  
01827839259 (Work phone)





Order Details: [ Jones, Gordon / 121907 ]

Process Summary				
Process	Start	End	Signed by	Signed Date/Time
Scan On	20/02/2019 12:24	// :		// :
Scan Off	// :	// :		// :

Signature



Order Contents					
Item	Qty	Code	Description	Scanned	
1	4.00	4104AK01	Venticello Vanity Washbasin 1000 X 500mm	1 / 4	
2	1.00	BD100	1000mm Drawerline Base Unit	1 / 1	
3	1.00	BD60	600mm Drawerline Base Unit	1 / 1	
4	1.00	BH100	1000mm Highline Base Unit	1 / 1	





Table leg

Each product scanned in full is showing the scan quantity in green once the full quantity of labels per product has been scanned. The product with 1 of 4 shows in orange, as it is in progress.

The images are all shown as thumbnails, whether order photos or item photos.

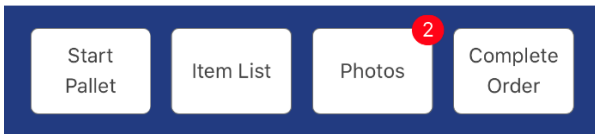
The table leg photo, displayed above, is an order level image with caption underneath.

The  icon shows that there is a product level image. Click the product line and the image will show with the caption.

The photo files are saved into whichever folder you specified when you setup your Despatch Processes (see page 6).

## **EQ Despatch App: Complete Order**

Tap **Complete Order** once all products have been scanned.



If there are missing products you will be prompted whether you want to continue knowing some products are missing.

If you selected a signature to be required you will be presented with the signature and name boxes. You may leave these empty unless you specified them to be compulsory fields. (See Despatch Processes Setup on page 6).

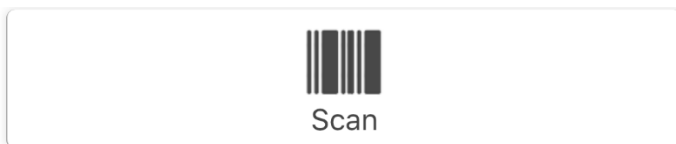


Once you have tapped **Complete Scan On**, this process, for this order is complete.

The App now returns to the main Load screen.

### **Selecting Additional Drops and Orders**

Tap **Scan** and pick another drop/order and repeat the process until all drops and orders are finished.

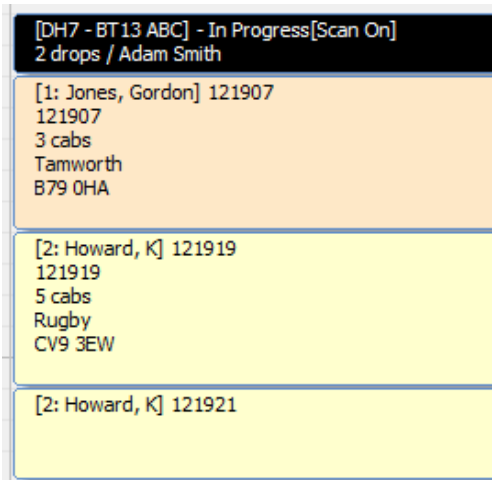


E.g both **Scan On** to delivery van, and **Scan Off** from delivery van has been completed in the simple example.

When all your drops have finished this process, you will need to complete the load, see page 21.

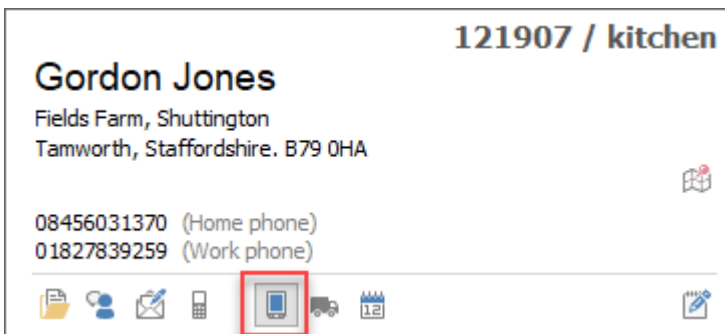
## EQ: Order Progress

As you have completed an order, EQ on the desktop now shows that the **Scan On** process is completed by the order box colour change:

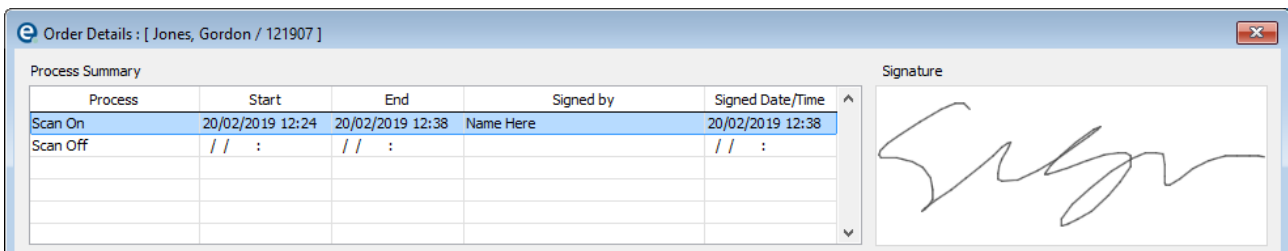


Above, drop 1 has completed being scanned on, drop 2 is in progress of being scanned on.

Double-click the order box and select **Scanner Info**

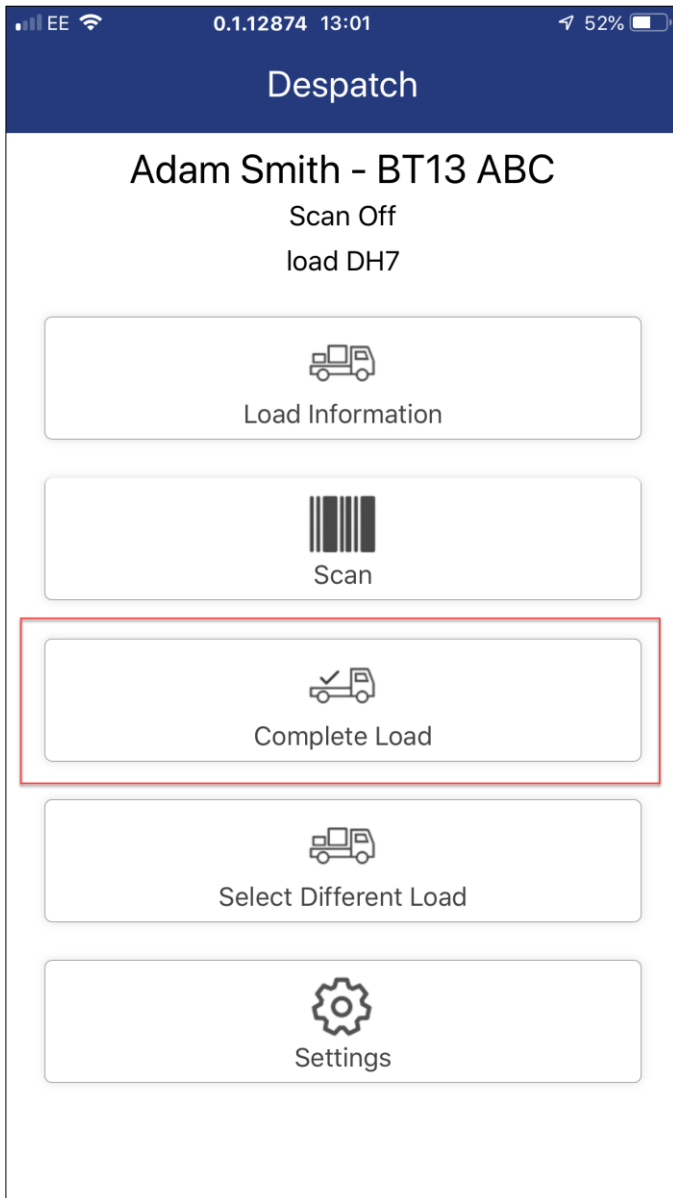


In **Scanner Info** you can now view the name and signature (if they were selected for the current process).



## EQ Despatch App: Complete Load

Tap **Complete Load** when all drops have been finished.



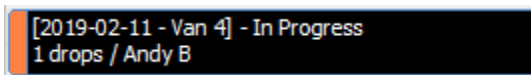
Once a load has been completed you cannot pick it from the Available Loads list, for the process which has just been completed.

You are now prompted to **Select Load** again. You should repeat the same steps for your next process, e.g. Scan Off.

## **EQ: Load Progress**

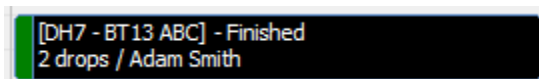
### **Loads**

During scanning the Weekly Delivery List will show the load header As “In Progress” or the name of the scanning process that is currently taking place:



Once the load has been completed, it will show the appropriate colour bar on the left hand side.

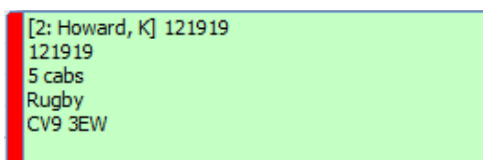
For example a load that has been completed through all the processes with all products successfully scanned shows this green bar:



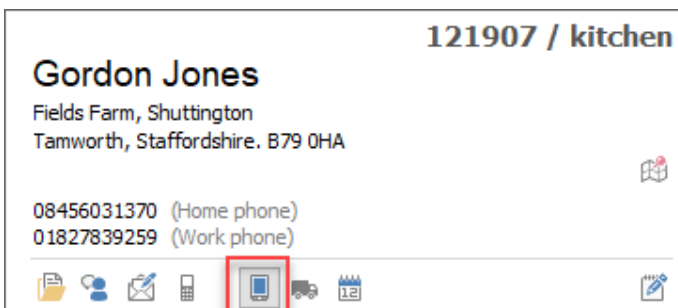
### **Orders**

As scanning continues the order background colour will update with each scanning process being started or finished. (See Despatch Process setup on page 6)

When an order has been completed the coloured bar on the left will show **green** for an order where all products are scanned, or **red** where some items were not scanned:



**Double-click** the order to open the shortcut card and click the Scanner Info button:



You can view each item’s scan status along with any photos saved, and names and signatures collected at each scanning process.



In Order Details the order contents, signature and photos relate to the process that you have selected at the top. Below is the **Scan On** process, with the driver's signature for example:

Order Details : [ Jones, Gordon / 121907 ]

Process Summary

Process	Start	End	Signed by	Signed Date/Time
Scan On	20/02/2019 12:24	20/02/2019 12:38	Name Here	20/02/2019 12:38
Scan Off	20/02/2019 13:15	20/02/2019 13:15	Customer Name Here	20/02/2019 13:15

Signature

Proof of Delivery

Order Contents

Item	Qty	Code	Description	Scanned
1	4.00	4104AK01	Venticello Vanity Washbasin 1000 X 500mm	1 / 1
2	1.00	BD100	1000mm Drawerline Base Unit	1 / 1
3	1.00	BD60	600mm Drawerline Base Unit	1 / 1
4	1.00	BH100	1000mm Highline Base Unit	1 / 1

Table leg

Once clicked on **Scan Off** it shows the customer's signature, and there are no photos during the Scan Off process:

Order Details : [ Jones, Gordon / 121907 ]

Process Summary

Process	Start	End	Signed by	Signed Date/Time
Scan On	20/02/2019 12:24	20/02/2019 12:38	Name Here	20/02/2019 12:38
Scan Off	20/02/2019 13:15	20/02/2019 13:15	Customer Name Here	20/02/2019 13:15

Signature

Proof of Delivery

Order Contents

Item	Qty	Code	Description	Scanned
1	4.00	4104AK01	Venticello Vanity Washbasin 1000 X 500mm	1 / 1
2	1.00	BD100	1000mm Drawerline Base Unit	1 / 1
3	1.00	BD60	600mm Drawerline Base Unit	1 / 1
4	1.00	BH100	1000mm Highline Base Unit	1 / 1

## **EQ: Print Proof of Delivery**

In the Weekly Delivery List double-click an order and click the **Scanner Info** button:

**121907 / kitchen**

**Gordon Jones**  
Fields Farm, Shuttington  
Tamworth, Staffordshire. B79 0HA

08456031370 (Home phone)  
01827839259 (Work phone)


On the Scanner Info window click **Process** that you want to print.

Order Details : [ Jones, Gordon / 121907 ]

Process Summary

Process	Start	End	Signed by	Signed Date/Time
Scan On	20/02/2019 12:24	20/02/2019 12:38	Name Here	20/02/2019 12:38
Scan Off	20/02/2019 13:15	20/02/2019 13:15	Customer Name Here	20/02/2019 13:15

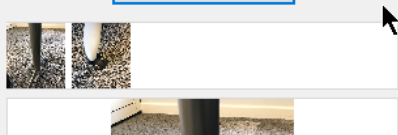
Signature



**Proof of Delivery**

Order Contents

Item	Qty	Code	Description	Scanned
1	4.00	4104AK01	Venticello Vanity Washbasin 1000 X 500mm	1 / 4
2	1.00	BD100	1000mm Drawerline Base Unit	1 / 1
3	1.00	BD60	600mm Drawerline Base Unit	1 / 1
4	1.00	BH100	1000mm Highline Base Unit	1 / 1



Then click the **Print Proof of Delivery** button to print or PDF a document including scanned quantity, signature, name and date/time the process finished.

You can print a proof of delivery for each process.

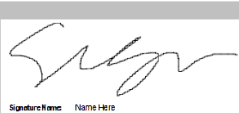
**Shuttington Interiors**  
4th Floor House, 30 Avenue Court, 4th Floor, 4th Floor, Luton, Bedfordshire, LU1 3JZ

**Proof of Delivery**

Mr Gordon Jones  
Fields Farm  
Shuttington  
Tamworth  
Staffordshire  
B79 0HA

Order No : 121907  
Own Reference : kitchen  
Delivery Date : 22/02/2019

Item	Qty	Code	Description	Scanned	Delivered
1	4	IC4104AK01	Venticello Vanity Washbasin 1000 X 500mm	4	1
2	1	O BD100	1000mm Drawerline Base Unit	1	1
3	1	O BD60	600mm Drawerline Base Unit	1	1
4	1	O BH100	1000mm Highline Base Unit	1	1

Signature:  Name Here Scan Date/Time: 20/02/2019 12:38:45

EQ Software -1- Run Date: 22/02/2019