

# How Speedy's System Works

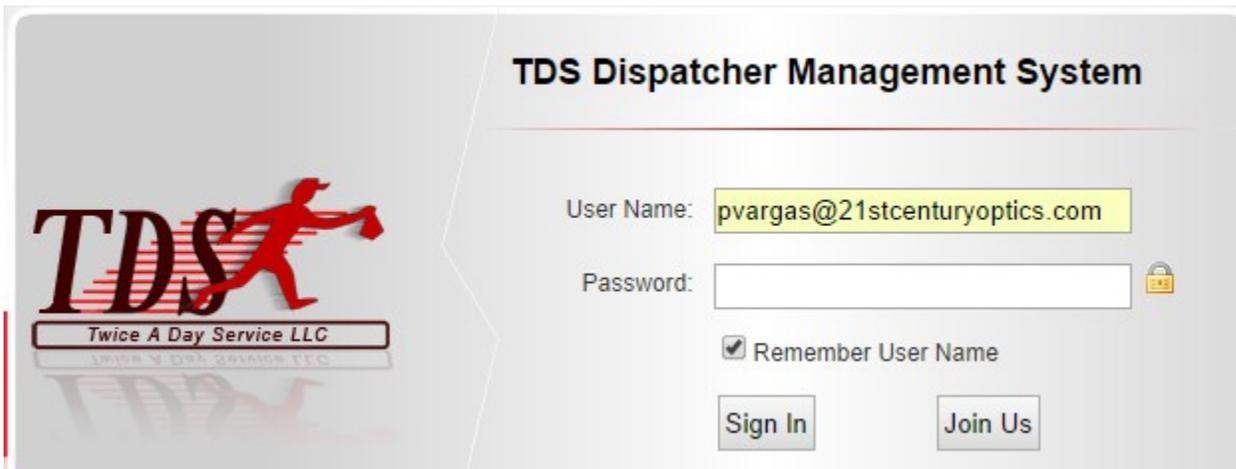
1. Click on the following link:

a. <http://sds.sinesoftware.com/Login.aspx>

a.i. Use Google Chrome or Firefox web browser

b. Log in using your ID

c. Enter your Password (password will be assigned by the system administrator)

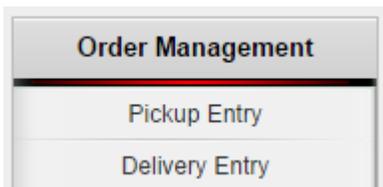


The screenshot shows the login interface for the TDS Dispatcher Management System. On the left is the TDS logo, which includes a red silhouette of a person running and the text 'Twice A Day Service LLC'. The main area is titled 'TDS Dispatcher Management System' and contains a login form with the following elements:

- User Name:
- Password:
- Remember User Name
- Buttons: Sign In, Join Us

## How to arrange a Pick-up for a customer

1. Under the Order Management section, click on Pickup entry.



2. Enter address of the pickup location (Once you begin typing a list will appear of similar addresses, you may choose from the list or free text the address).

Delivery To Customer	Address	Cust. #
<input type="checkbox"/>	<input type="text"/>	<input type="text" value="47"/>

**3. Once the address has been selected the obligatory fields will be filled in automatically.**

Delivery To Customer	Address	Cust. #	Del City	Route	Arrival Time	COD (S)	COD	Driver's Instruction	City	State	Zip Code	Del Shift	Del Date	Rush Del
<input checked="" type="checkbox"/>	KARL ARIS OPTICIAN	4704 CHURCH AVENUE	<input type="text"/>	<input type="text" value="PM (BK1)"/>	10:08 08:00 F	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	Brooklyn	NY	11203	..Select--	<input type="text"/>	<input type="checkbox"/>

**4. REGULAR PICK UP-**

a. Click on the calendar icon to select date.

Del Date	Rush Del																					
<input type="text"/>	<input type="text"/>																					
<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">October 2014</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>40</td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>41</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> </tbody> </table> </div>		S	M	T	W	T	F	S	40	28	29	30	1	2	3	41	5	6	7	8	9	10
S	M	T	W	T	F	S																
40	28	29	30	1	2	3																
41	5	6	7	8	9	10																

**5. RUSH PICK UP-**

- a. Click on the alarm clock icon to select desired time.
- b. Click on the calendar icon to select date.

Rush Del																
<input type="text"/>	<input type="text"/>															
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Rush Del								
<input type="text"/>	<input type="text"/>	<input type="text"/>						
<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">Time Picker</p> <table border="1" style="width: 100%; text-align: center;"> <tbody> <tr> <td>12:00</td> <td>1:00</td> <td>2:00</td> </tr> <tr> <td>AM</td> <td>AM</td> <td>AM</td> </tr> </tbody> </table> </div>			12:00	1:00	2:00	AM	AM	AM
12:00	1:00	2:00						
AM	AM	AM						

**6. Place order**

a. Once you have selected:

- a.i. Address
- a.ii. Date
- a.iii. Time

Place Order

b. Click the button on the lower left hand side of the screen to initiate the request.

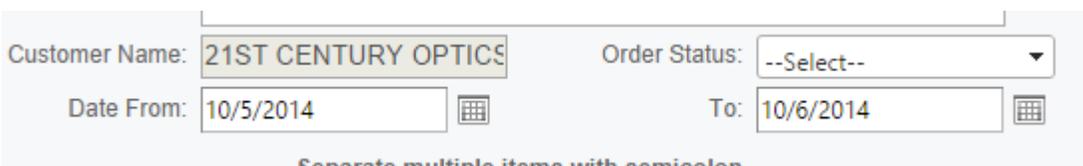


## How to track an order

1. Under the Order Management section, click on Order tracking.



2. Select the date the pickup or delivery took place.



3. You can filter the type of order by clicking on the Order Status drop down menu

*\*\*\*When searching for lost orders leave the filter blank\*\*\**

Order Status: --Select--  
 To: --Select--  
 with semicolon.  
 up Address  
 Initiated  
 Driver Received  
 Sorted  
 On route  
 Delivered

**4. Click the search button**

Order Status: Delivered  
 Pickup From:   
 To: 10/6/2014  
 with semicolon.  
 Search

**5. Once the query has been returned, you will be able to view all jobs that meet your selected criteria.**

*In this instance I searched jobs that were delivered between 10/5 & 10/6/14*

Barcode	Order #	Time	Pickup Address	Delivery Address	Status	COD (\$)	Cash (\$)	Check (\$)	# of Checks
EA627SW001	EA627SW	10/6/2014 6:30:24 AM	47-00 33RD STREET, ...	180-12 UNION TURNPI...	Delivered	0.00	0.00	0.00	0
EA3264V001	EA6442Y	10/6/2014 8:00:42 AM	47-00 33RD STREET, ...	29 EAST 31ST ST, NE...	Delivered	0.00	0.00	0.00	0

**a. Here is a breakdown of the important columns:**

- a.i. **Barcode:** All of Speedy’s work will received a label at the time it is entered into their system. This is the number to the labels barcode.
- a.ii. **Order number:** Similar to our JOB ID #, automatically generated reference number.
- a.iii. **Time:** This is the time the job was entered into Speedy’s database. \*\*\*FYI – Since we print our own labels here at the lab this will show date/time we printed the labels and not the actual time of shipment\*\*\*
- a.iv. **Pickup address:** Origin of the pickup.
- a.v. **Delivery address:** Final destination.
- a.vi. **Status:** Delivery status:

- a.vi.1. **Initiated:** just entered into the database
- a.vi.2. **Sorted:** received at the shipping hub; in process
- a.vi.3. **Driver received:** Received by the driver for delivery
- a.vi.4. **On route:** Out for delivery
- a.vi.5. **Delayed:** Oder was initiated but not received (If we print a label in the lab but do not have work to ship. The order will be delayed until we have something to ship)
- a.vi.6. **Delivered:** Received by account.

**6. Clicking on the individual job will display a detailed history at the bottom of the page:**

**a. Here is a rundown of the time line:**

- a.i. Initiated at 11:08am
- a.ii. Received by the driver for afternoon pickup at 1:49pm
- a.iii. Received at Speedy's hub for sorting at 2:30pm
- a.iv. Out for delivery at 2:30pm
- a.v. Delivered to account at 7:15pm

No.	Operator Name	Date	Company Name	Address	Status
1	Modesto Pichardo	10/3/2014 7:15:13 PM		Bronx, NY, 10462	Delivered
2	Modesto Pichardo	10/3/2014 2:30:42 PM	Twice A Day Service LLC	Office Address	On Route
3	Modesto Pichardo	10/3/2014 2:30:42 PM	Twice A Day Service LLC	Office Address	Sorted
4	OFFICE DRIVER	10/3/2014 1:49:03 PM	21ST CENTURY OPTICS, INC.	47-00 33RD STREET, LONG ISLAND CITY (C), NY, 11101	Office Received
5	Gabriel Hausner	10/3/2014 11:08:29 AM	21ST CENTURY OPTICS, INC.	47-00 33RD STREET, LONG ISLAND CITY (C), NY, 11101	Initiated

**7. To view an obtained signature: The drivers carry android devices that are used for signing purposes. If a signature is not present, we must contact Speedy to request a manual copy.**

- a. Click on the pencil/notepad  icon to view the signature
- b. If the Pencil/Pad icon is not present; the signature is not in the database

**\*\*\*NOTE: All drivers have been instructed to obtain a signature. If you hear of an account that did not have to sign for a delivery please let me know\*\*\***



8. Hover your mouse over the signature you wish to view:

