Product: ODTMobile

Subject: User's Manual for ODTMobile Proof of Delivery

Version 1.1
Date April 28, 2017

Distribution: ODTMobile Users

Using ODTMobile – Proof of Delivery
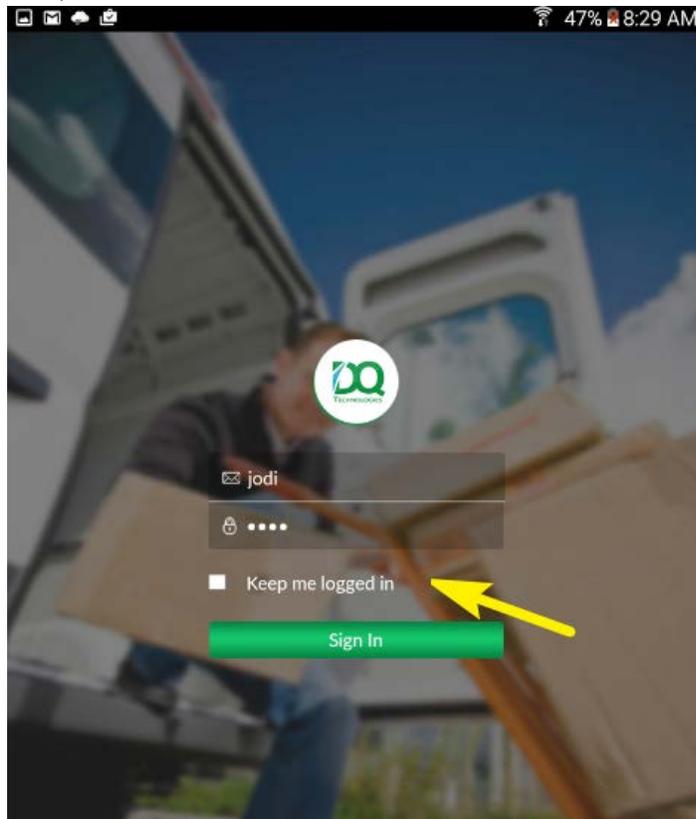
    A. Logging In

1. Enter the user name and password and choose login

   (1) The user name and password is provided by DQ Technologies

2. Staying logged in

    (1) When logging into ODTMobile, check the 'Keep me logged in' box. Checking this box will allow you to minimize and maximize the app without having to enter your user name and password each time

3. If logged in on another device

    (1) In situations where you logged into a device and did not log out or forgot to log and you attempt to log in from a different device, you will receive the following message. Simply click the 'Login' button and this will log you out of the first device and log you onto the current device.
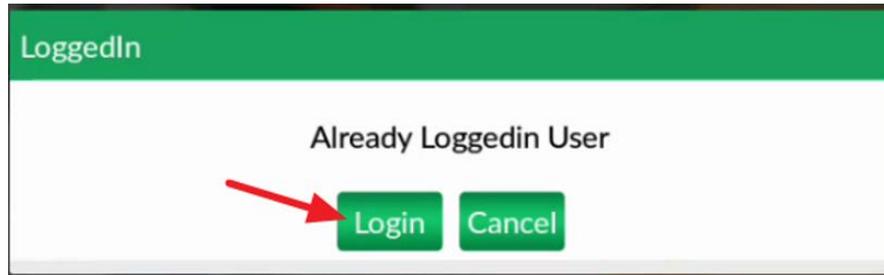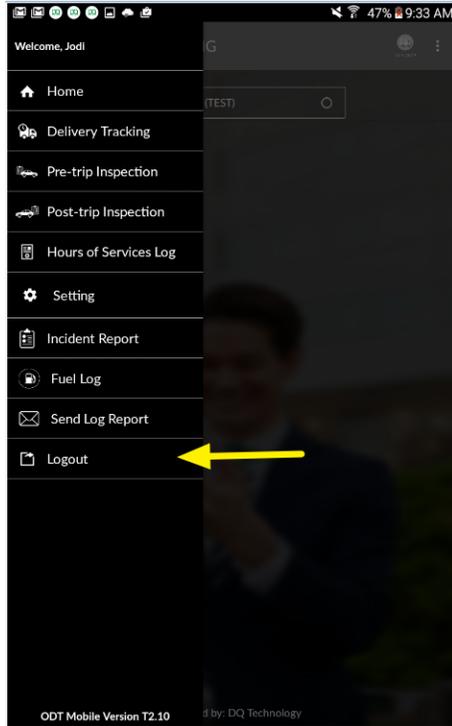

B. Logging out

    1. To logout, click the menu symbol in the upper left-hand corner of the screen
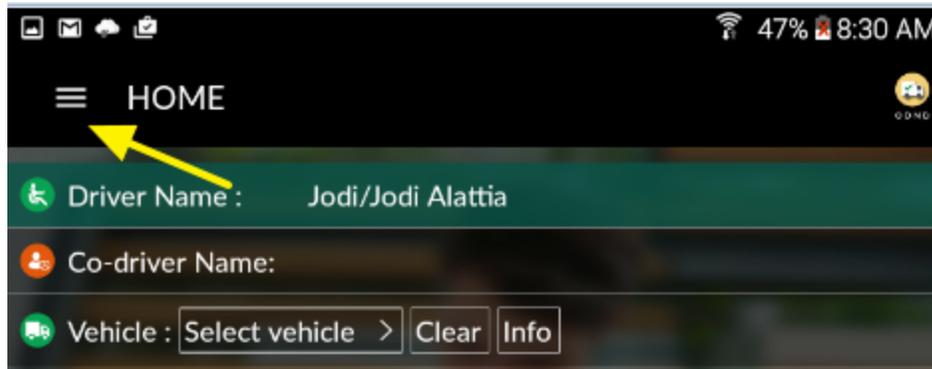
2. Select the 'Logout' option at the bottom of the menu list

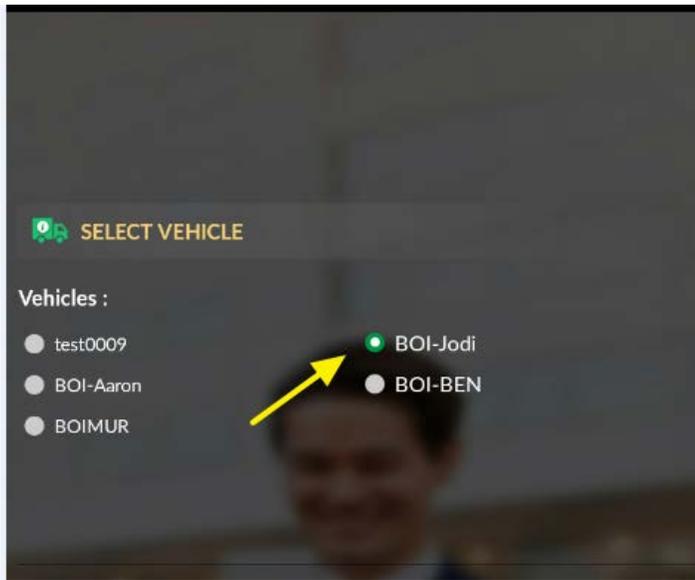C. Choosing a Vehicle
   1. Choose the select vehicle option

2. Then select your location

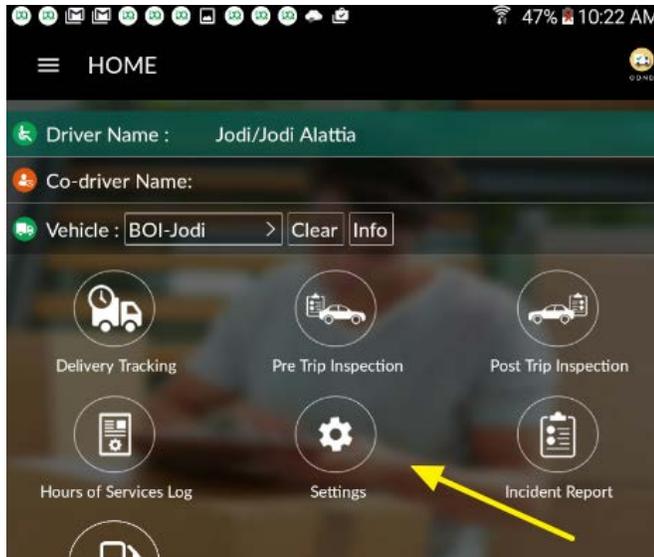

3. Then select your vehicle

D. Delivery Settings
    1. When using ODTMobile for the first time or updating to a new device, the user that identifies the device to the server, which is typically a phone number or a gps serial number, needs added. To do this choose Settings
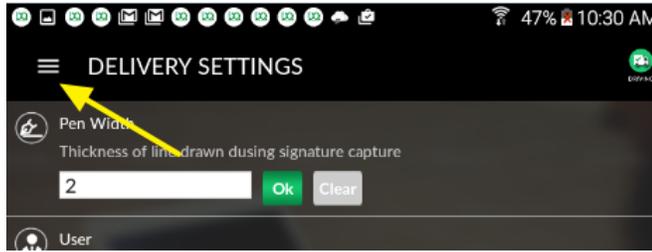
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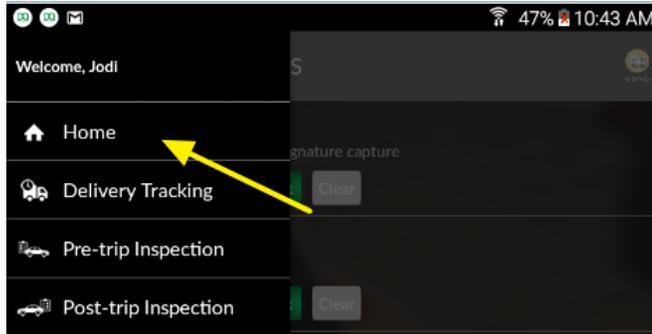2. Then enter the device id in User box and Click ok – Once entered you will receive a User detail saved message
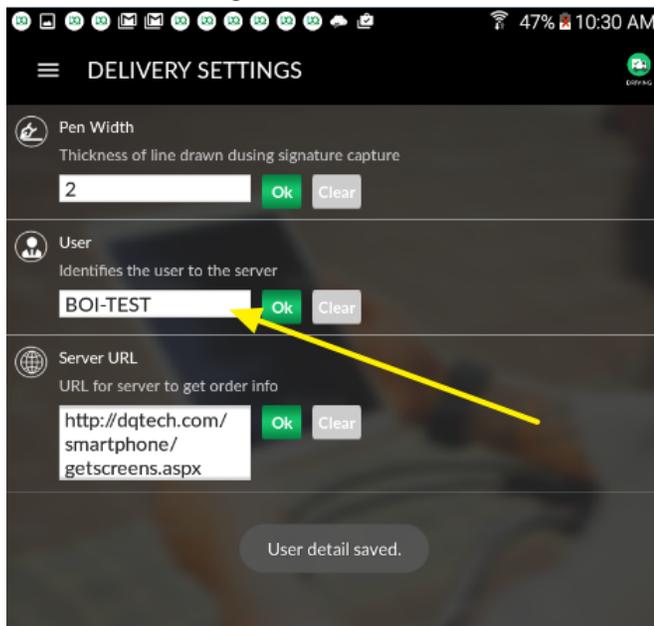
3. To exit back to the Home screen choose the menu option in the top left-hand of the screen
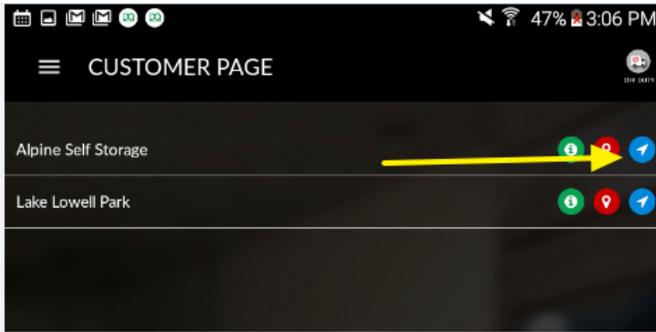
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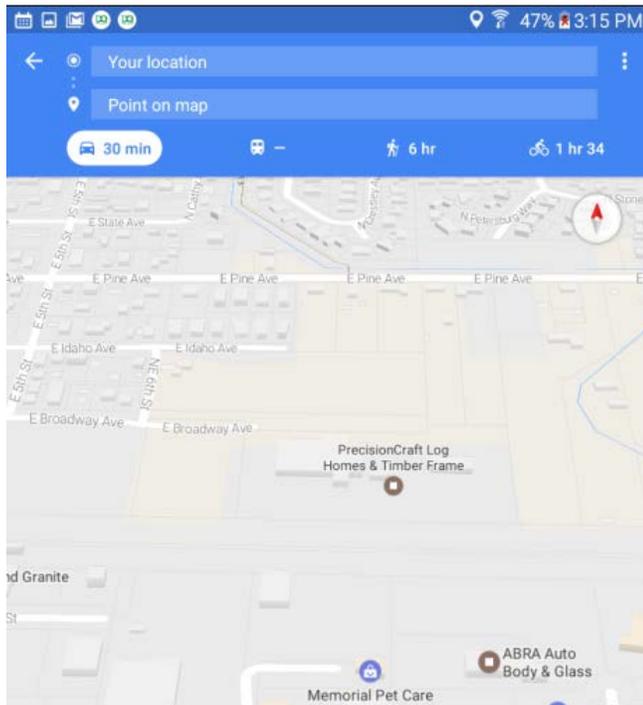

4. Then choose Home

5. For navigation choose the blue navigation icon

6. This will open whatever mapping application you have installed on the device and based on the latitude and longitude set for the order in ODT will provide turn-by-turn directions
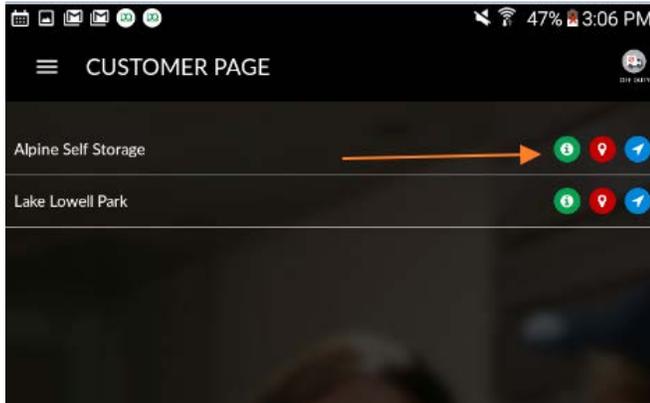
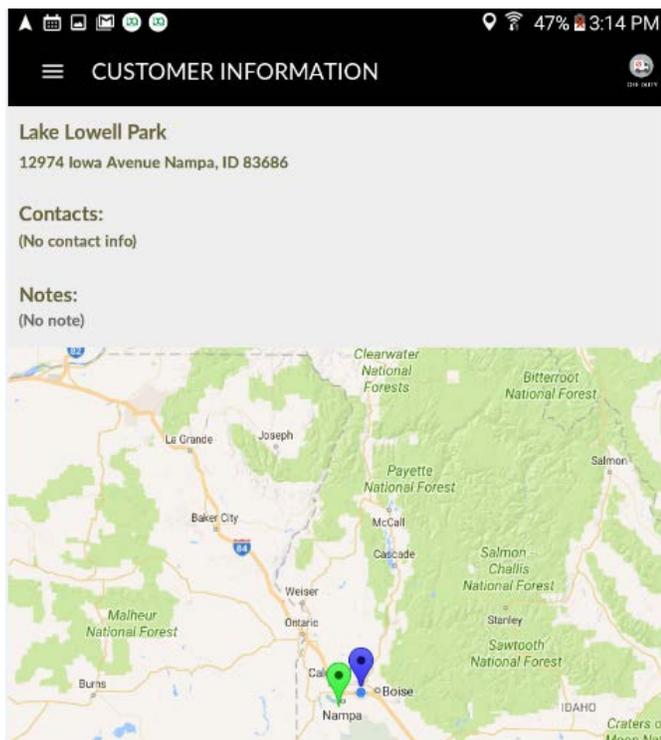***You must have a map application installed on the device***

E. View Customer information
   1. To see the Customer information related to each stop, choose the green information icon

   2. The customer information screen will open

3. The green location map pin icon is the stop location and the blue location icon is where the device is currently located

4. If you select the green stop icon, the navigation icons appear in the bottom right-hand corner of the screen. This will open up whatever mapping application installed on the device and based on the latitude and longitude set for the order in ODT will provide turn-by-turn directions
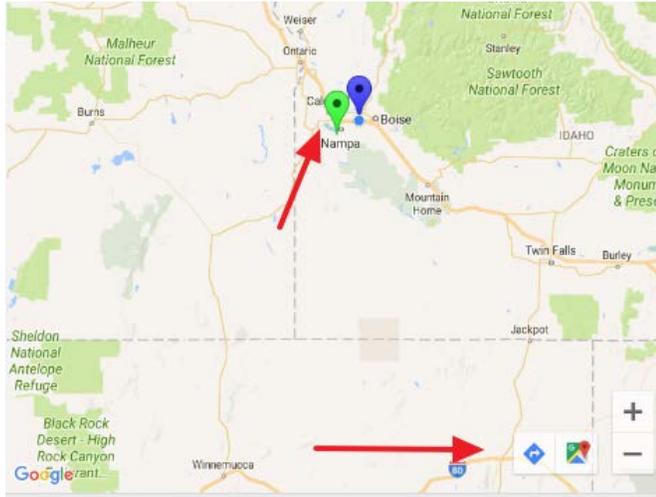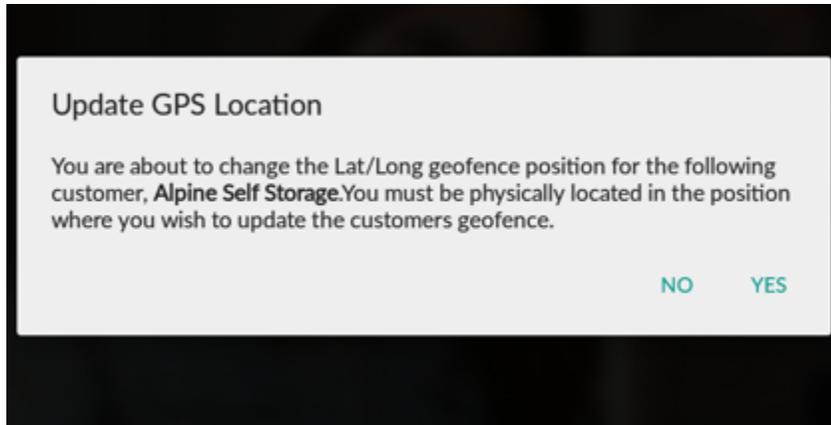

F. Updating lat\log

1. To update a lat\long for a stop choose the red location icon
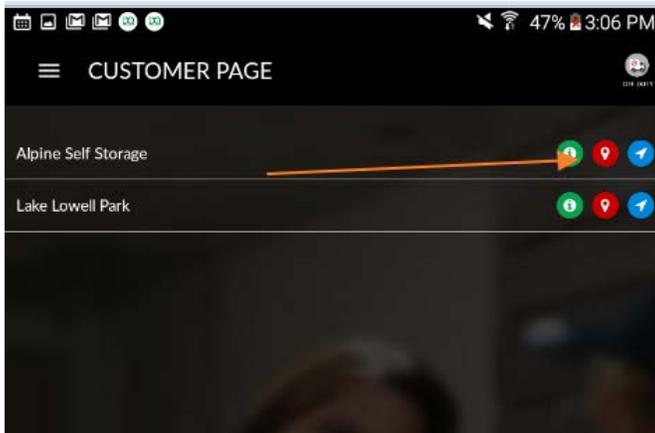
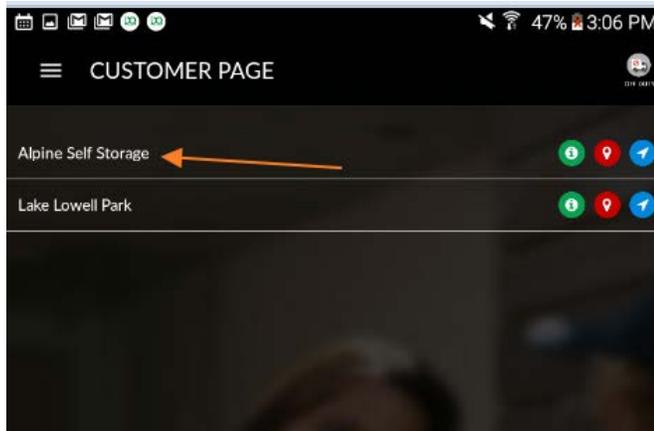2. Answer YES to update the customer's goefence or NO to return to the previous screen

Note *** This function will send the current latitude/longitude of the device back to ODT and update the customer account

G. Managing Orders
   1. To manage the orders select the customer/job account name
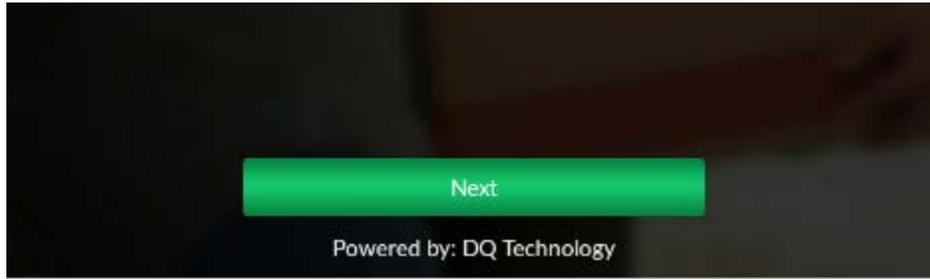

   2. Select the order or orders for this stop by selecting the check box next to each order
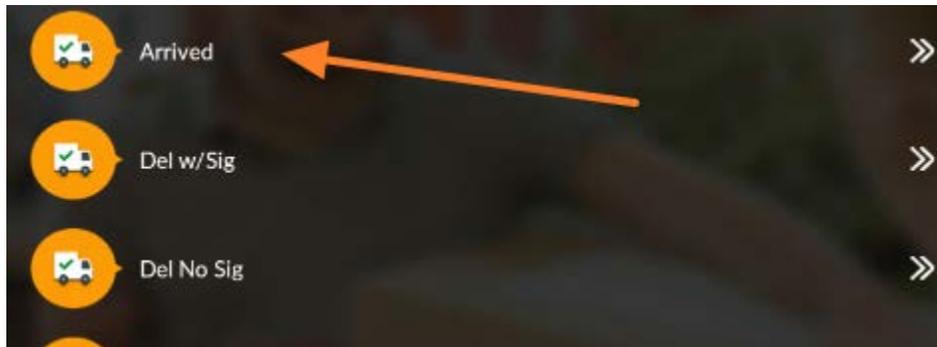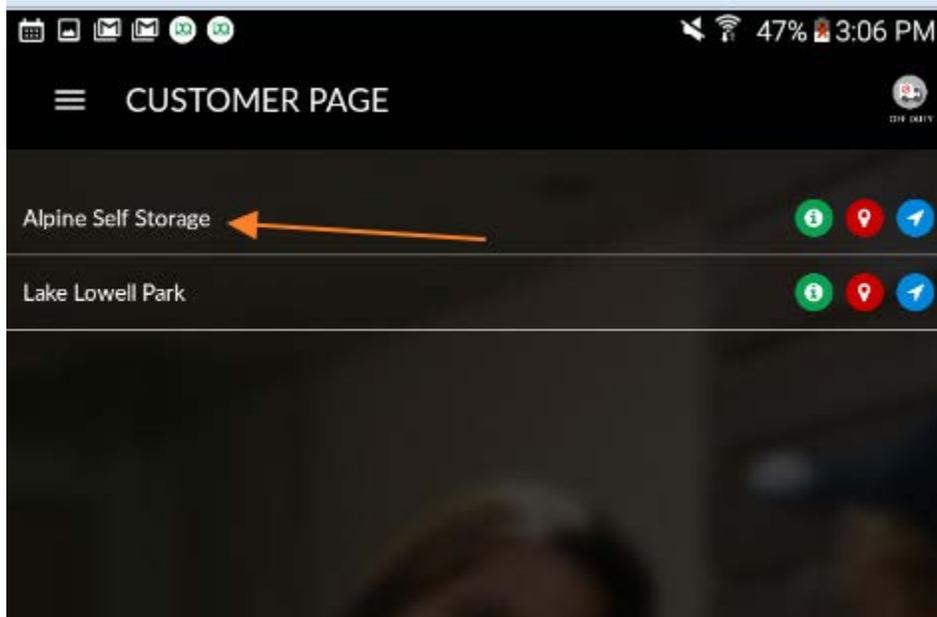
3. And choose Next

H. Marking Delivery Option Arrived
   1. To mark the delivery option for Arrived (also referred to as Onsite) select Arrived

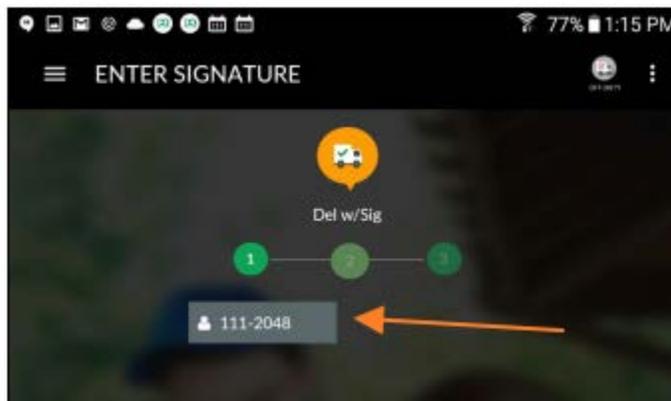2. Orders\orders will be updated with an arrival time in ODT

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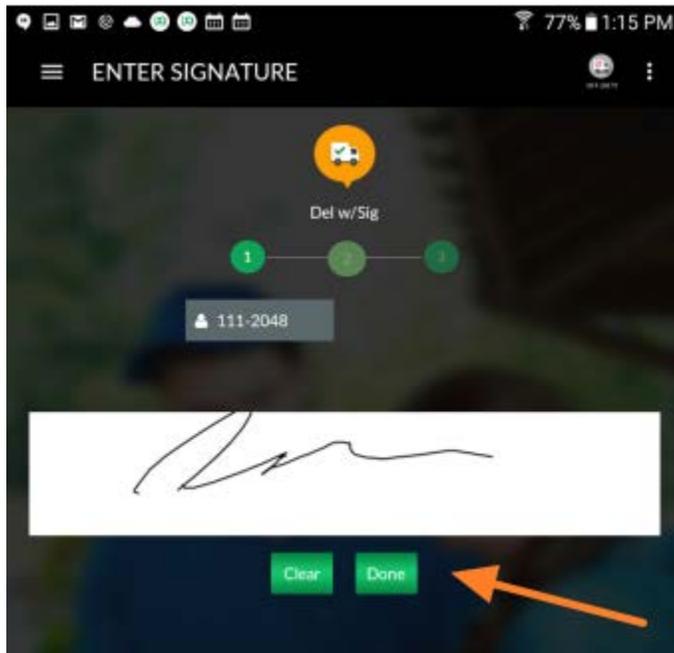   I.   Marking Delivery Option Del w/Sig
       1. Choose Del with/Sig

       2. Orders selected for signature will be shown at the top of the Enter Signature screen under step 1
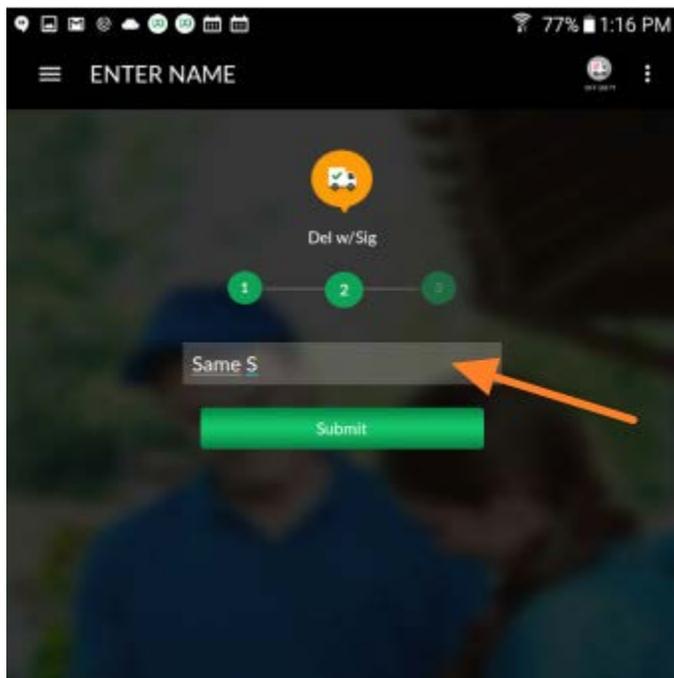
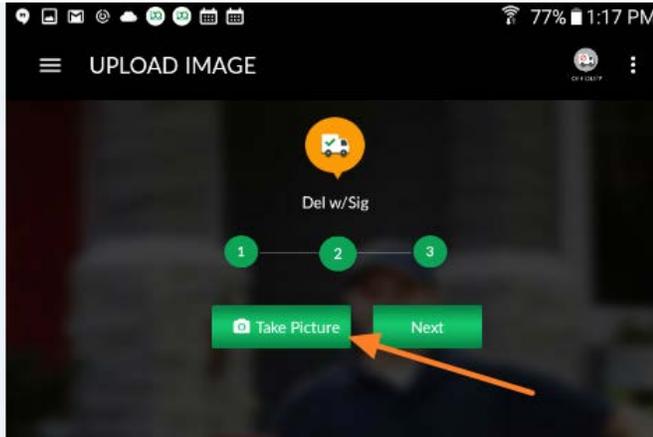3. Gather the signature from the customer and choose done. To re-enter the signature choose clear.

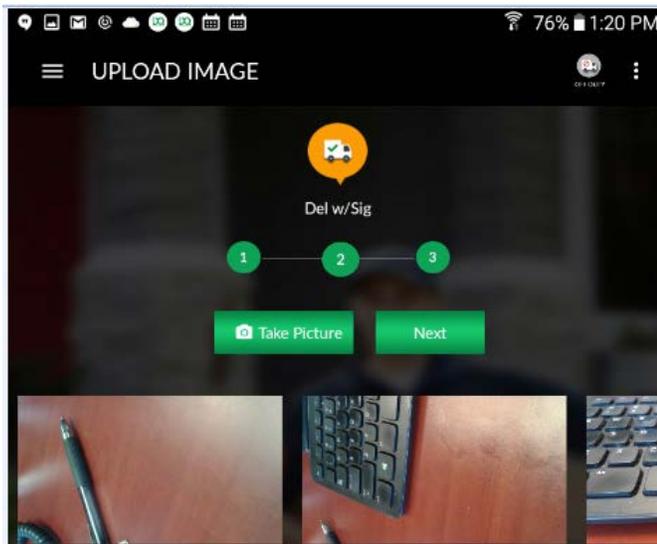4. When prompted to Enter the signature name type out the customer's name and then choose submit
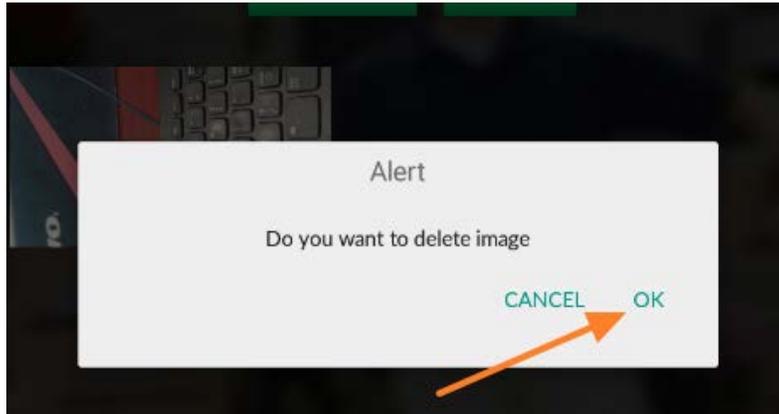
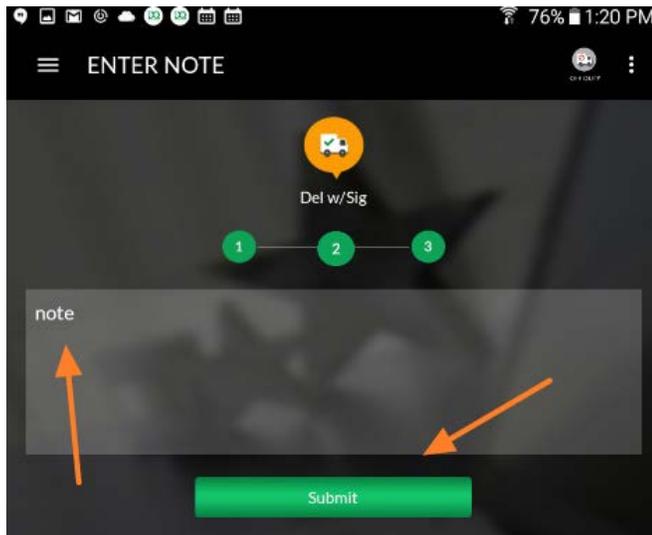5. If picture capture is enabled you will be prompted to take a picture.

6. Once you have captured the pictures they are viewable from the Upload Image Screen

7. To remove a picture choose the picture and answer OK to delete the image

8. Enter notes if applicable and choose submit. Once submitted orders will be marked As delivered with signature in ODT
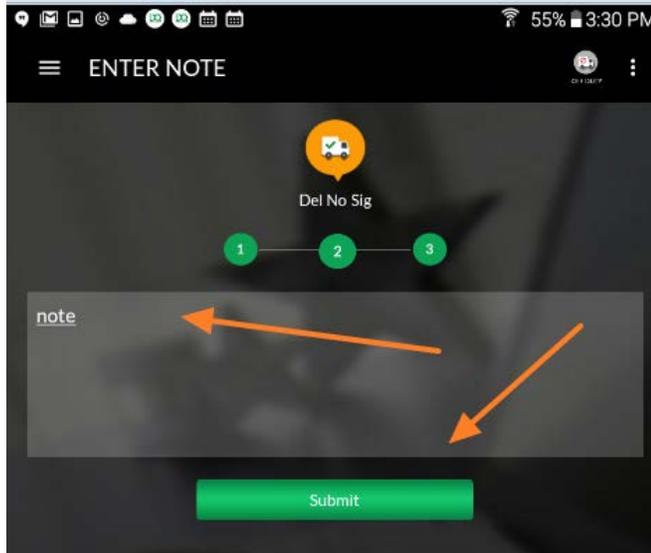

J. Marking Delivery Option without signature
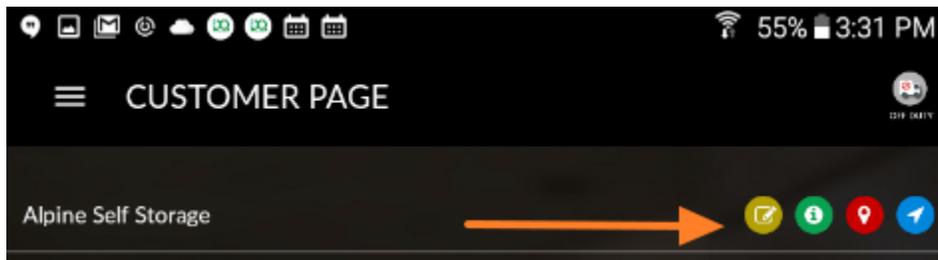   1. Choose Del No Sig

2. Enter Note if applicable and choose submit. Order will be marked as delivered no signature in ODT

3. Once a stop has been marked as delivered the Edit icon will appear by the customer name

**Note:

Delivery options are customizable. This document provides examples of the more common delivery options.