

CLOUD POS

Delivery and Dispatching

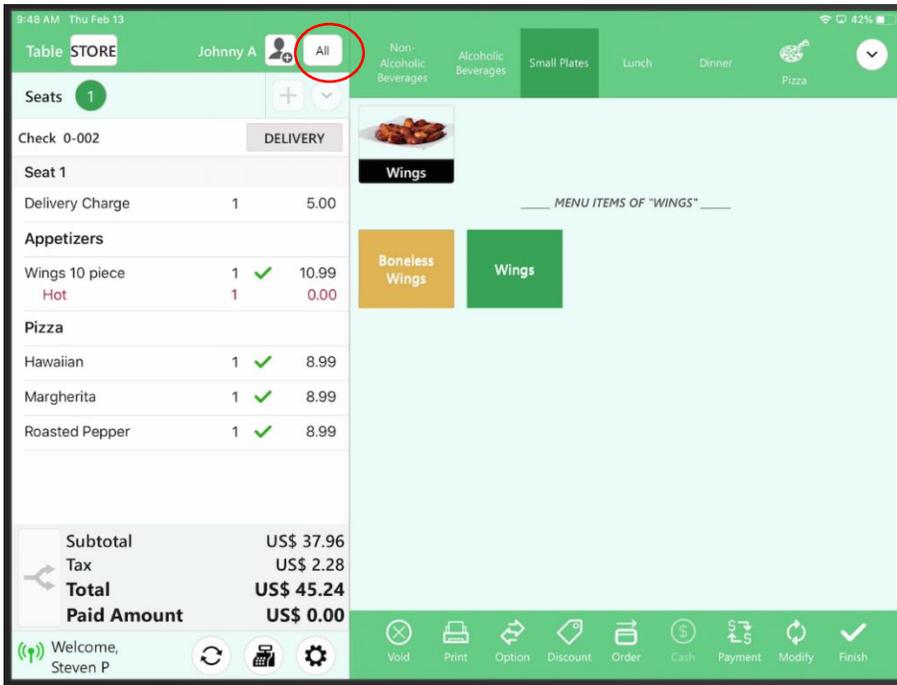


CLOUD POS
support.upos.io

Delivery and Dispatching

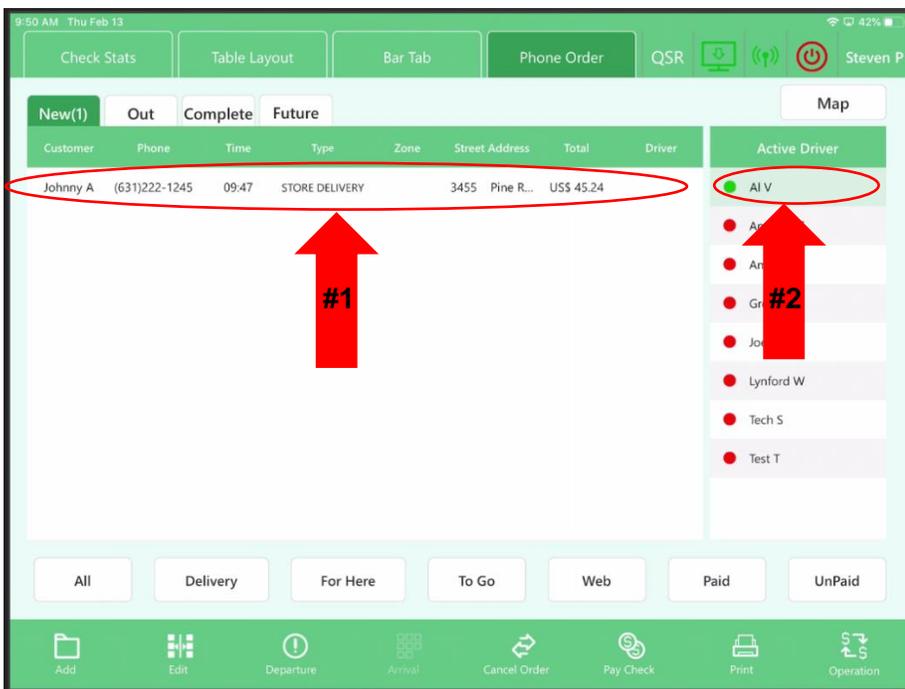
To Navigate to the Phone Order Screen from the POS Screen

Select "All" to view all checks



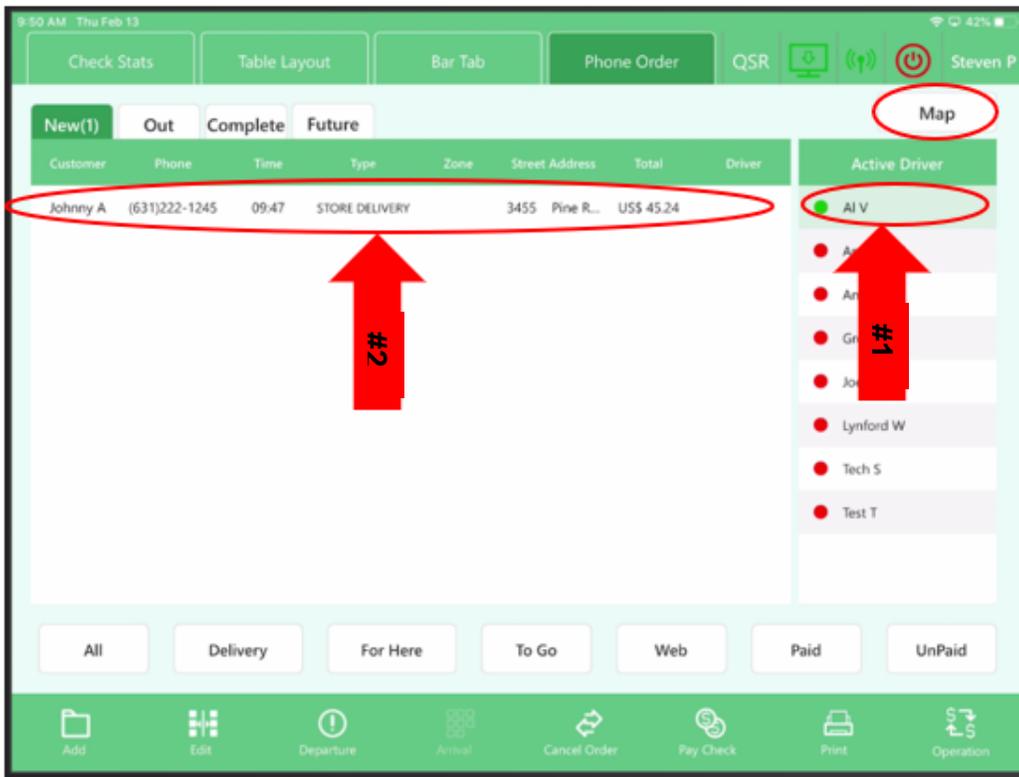
How assign the Driver to the Order

Select the "Order", Select the "Driver",



How to View/Send Map Directions for an Order

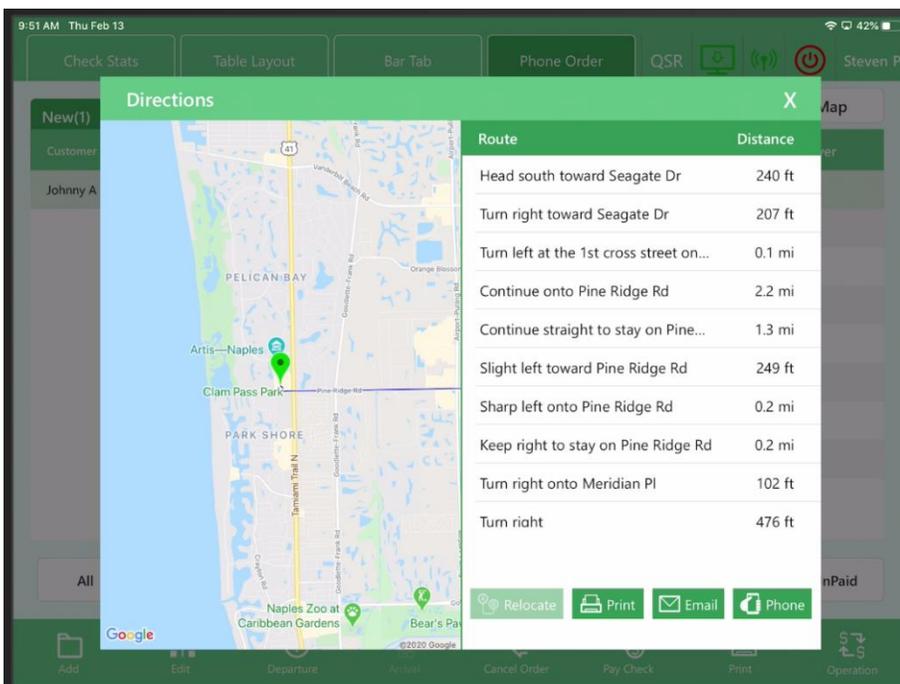
Select the "Driver" then click the "Order", and finally click the "Map" button



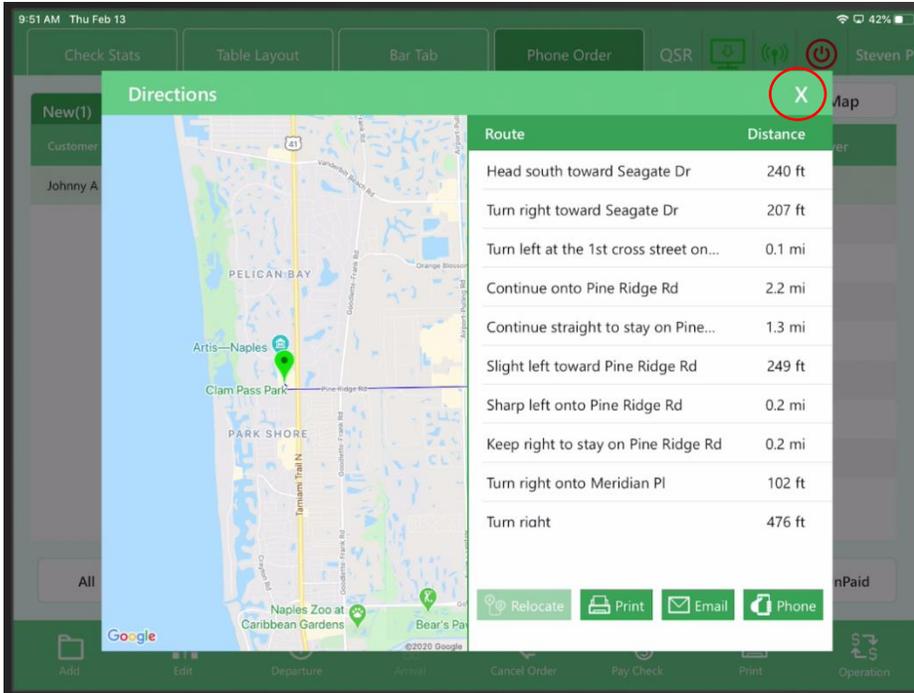
Directions to the destination can now be seen

Note: You may select "Print" to print out directions to give to driver or select "Email" or "Phone" and the driver will receive the directions on their phone.

(Phone number and Email must be set up in the BOH for the user to receive directions)

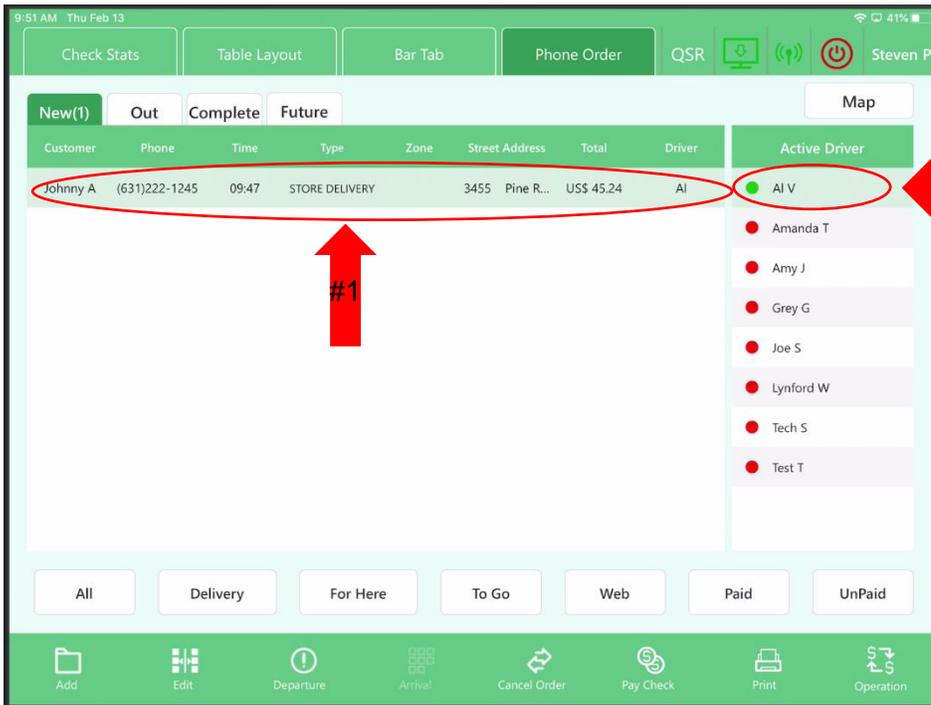


Select the “X” to close the screen



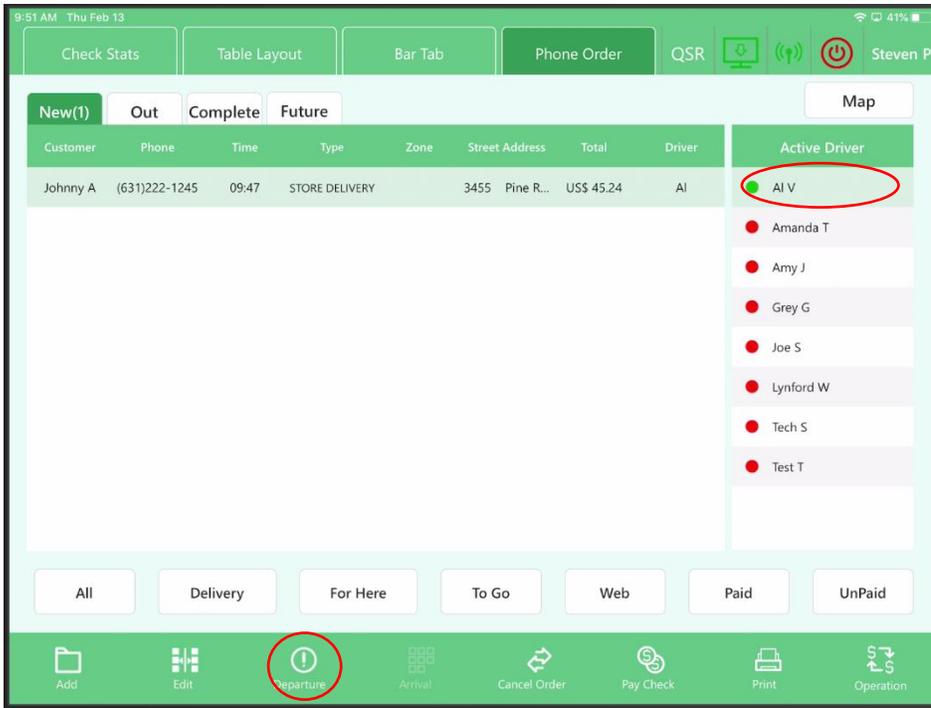
Assigning the Driver “Out” for a Delivery

Select the “Order” then the “Driver”

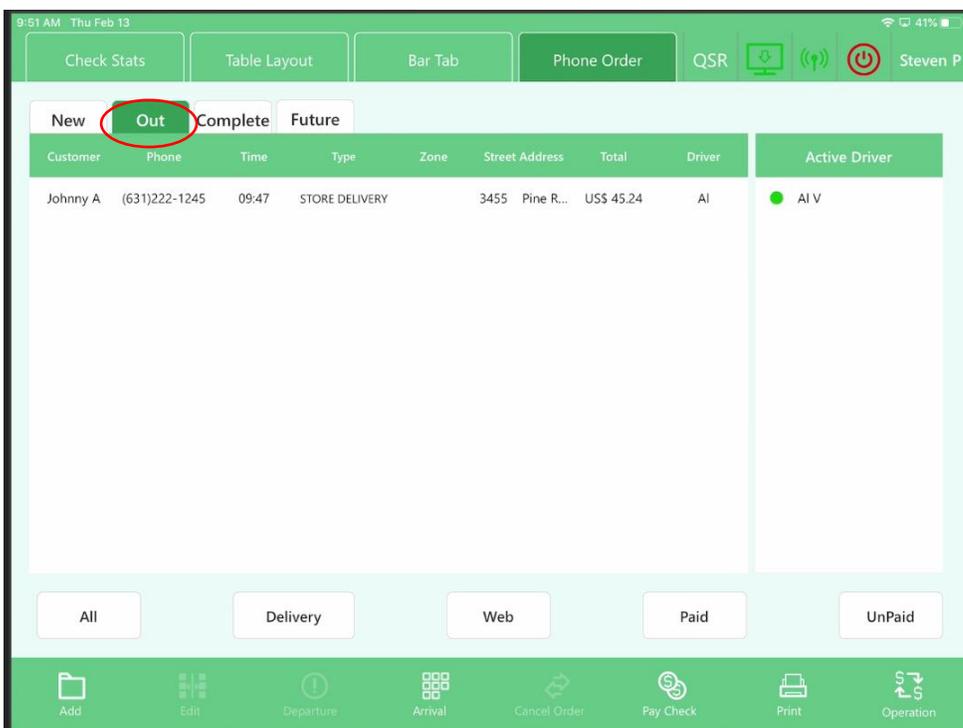


Next, Select the “Driver” then click “Departure”

PLEASE NOTE: IF YOU WOULD LIKE TO TAKE A SPECIFIC ORDER, YOU WILL NEED TO HIGHLIGHT THAT ORDER AND THEN CLICK DEPARTURE

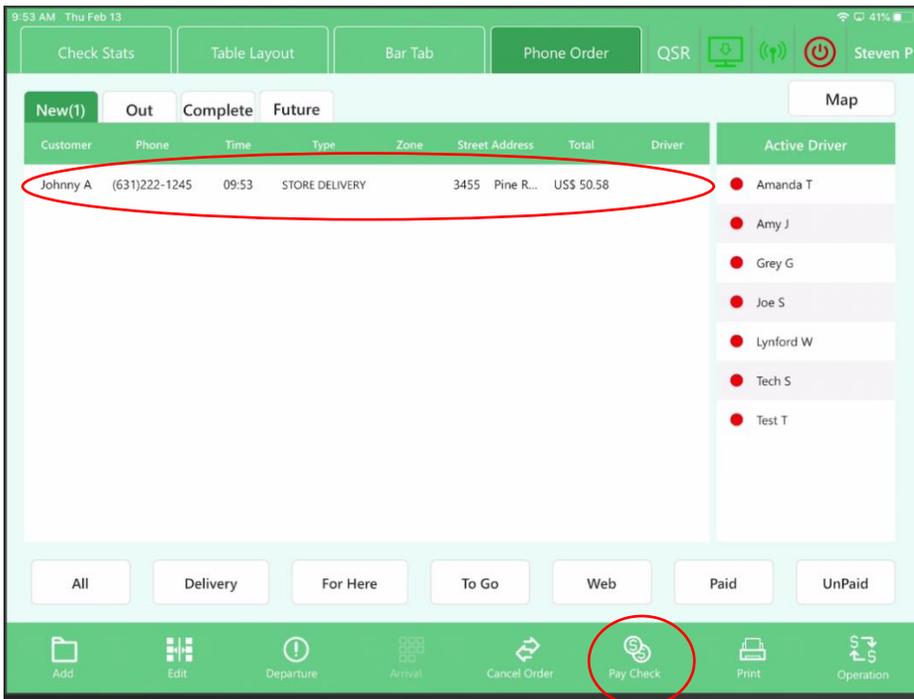


Select the “Out” tab and you will see the driver out for delivery

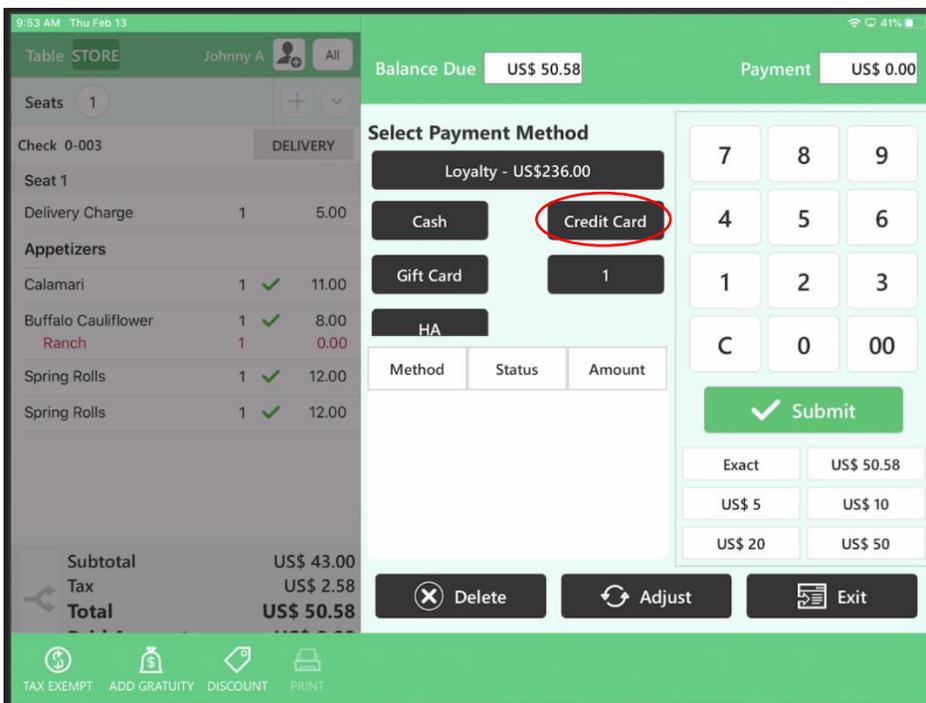


If Paying Delivery by Credit Card:

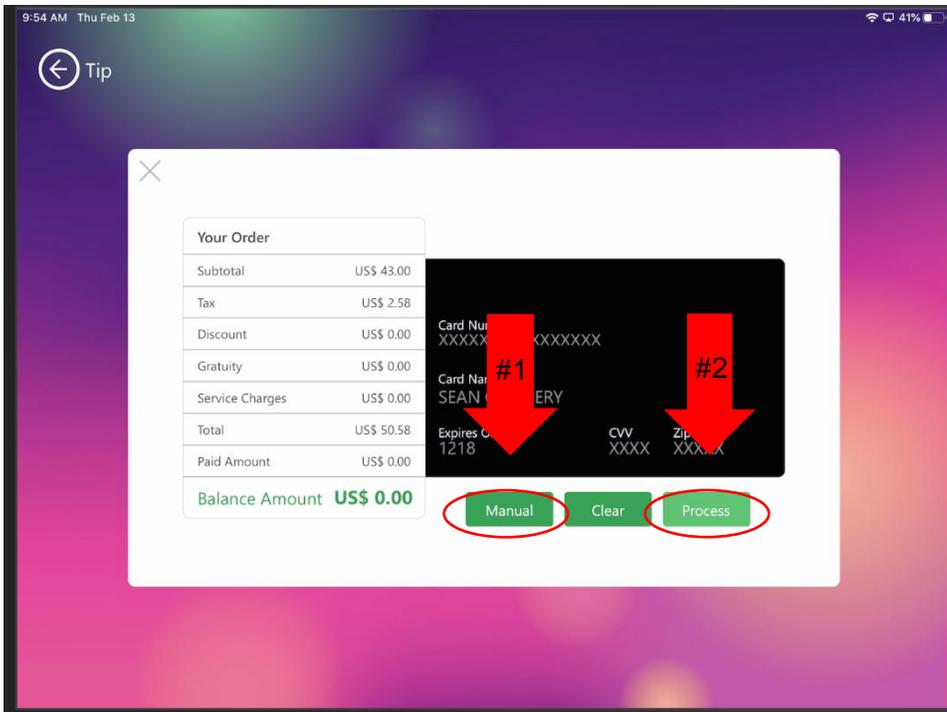
Select the order and then select “Pay Check”



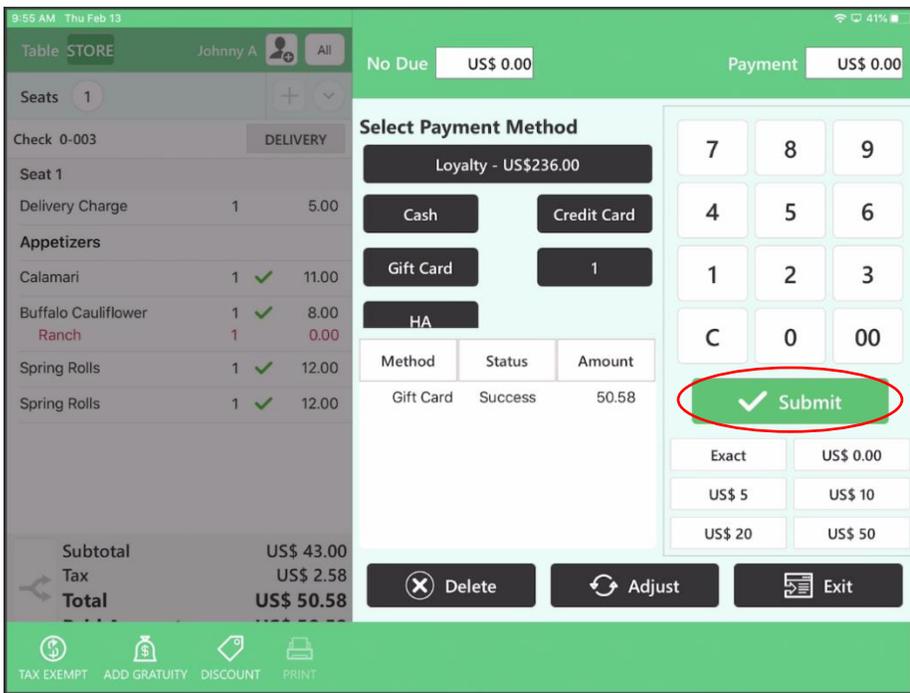
Select “Credit Card”



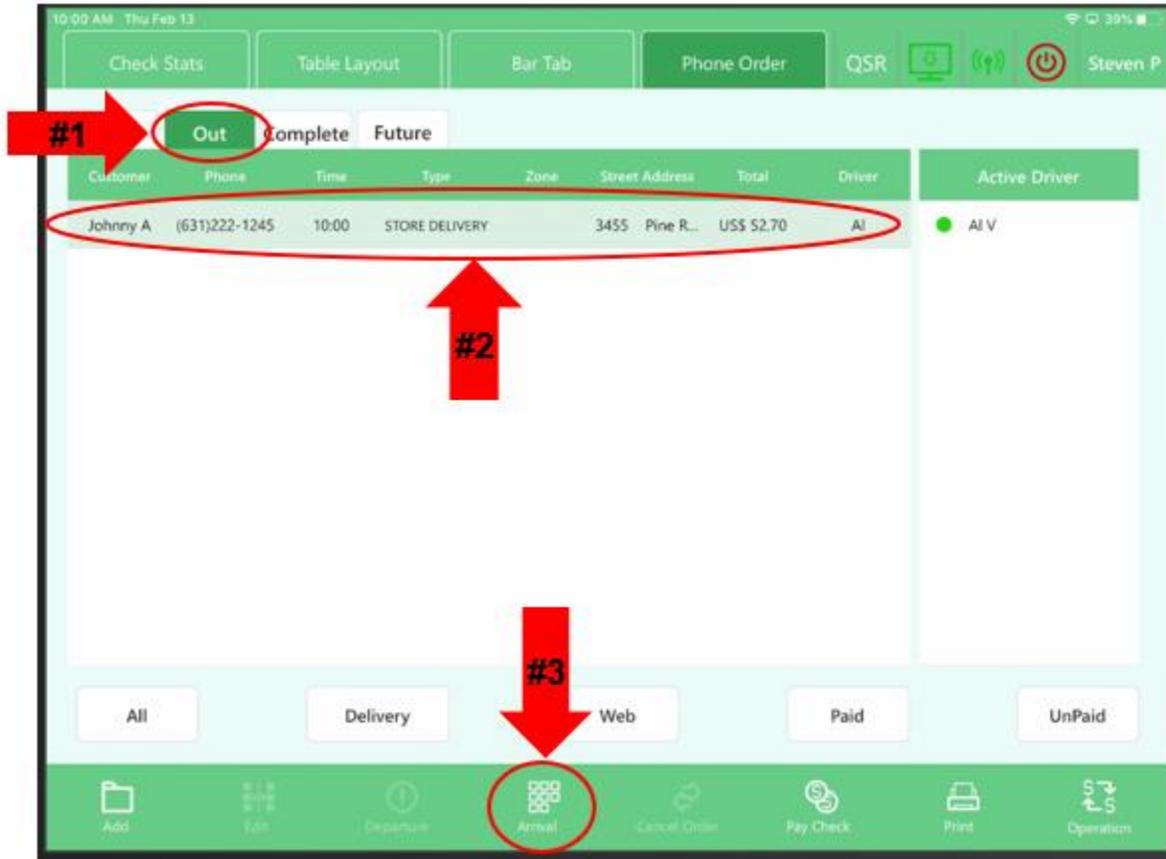
Select "Manual" and type in the credit card information, then select "Process"



Select "Submit" after credit card is accepted



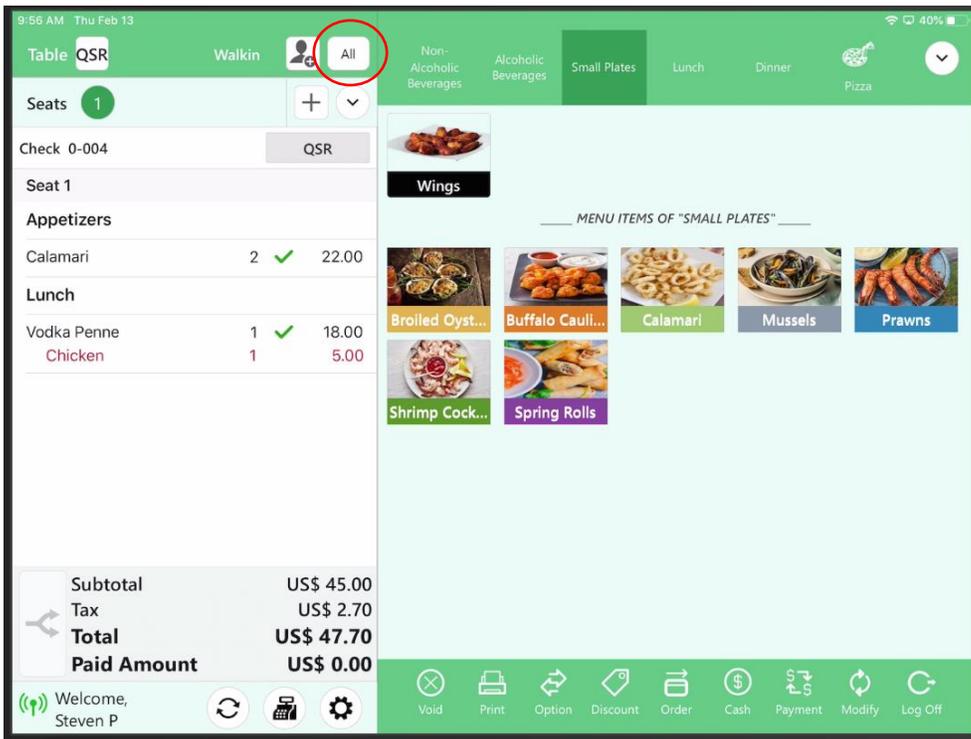
Then Navigate back to the Phone Order Screen, click “Out”, then Select the “Order”, and finally select “Arrival”



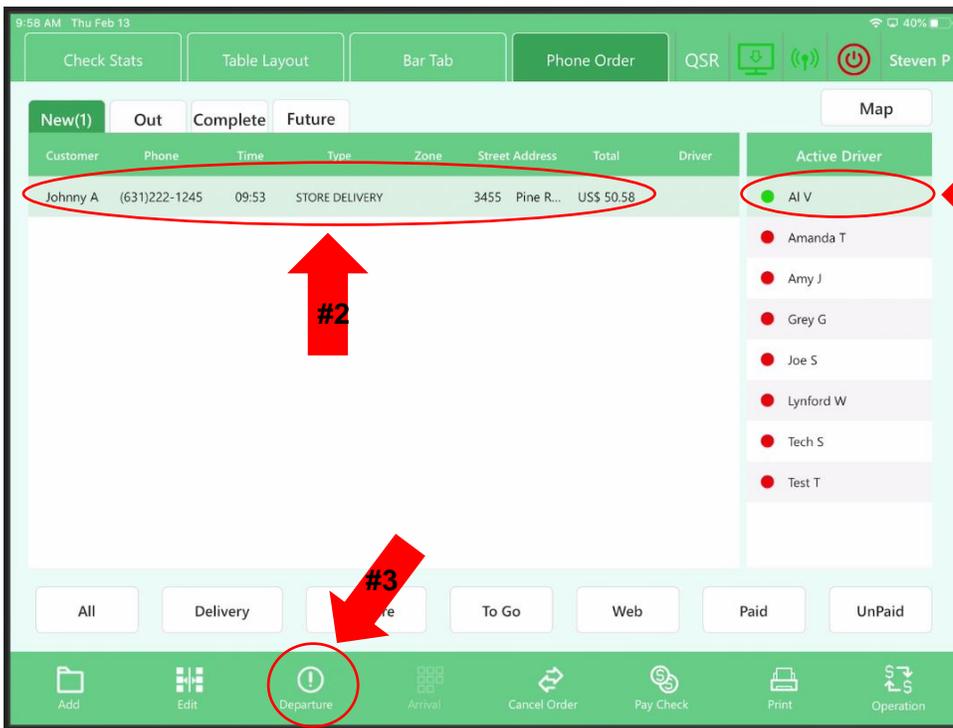
PLEASE NOTE: TO ADD A TIP TO THE CREDIT CARD, THIS MUST BE DONE ON THE BATCH AND TIP ADJUSTMENT SCREEN

If Paying Delivery with Cash:

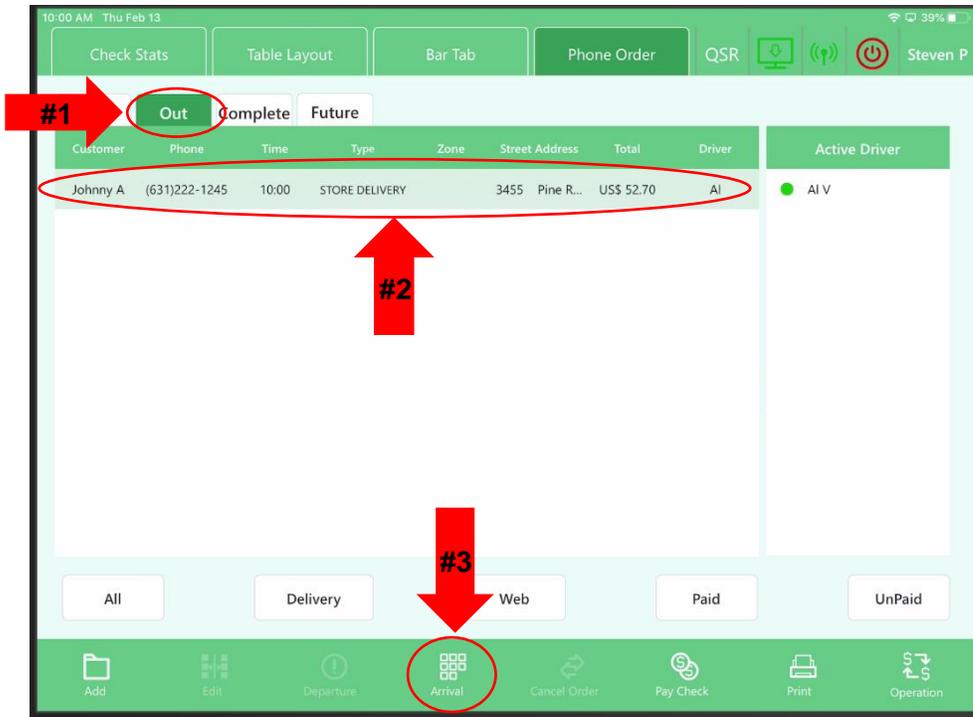
Select "All" to view all checks



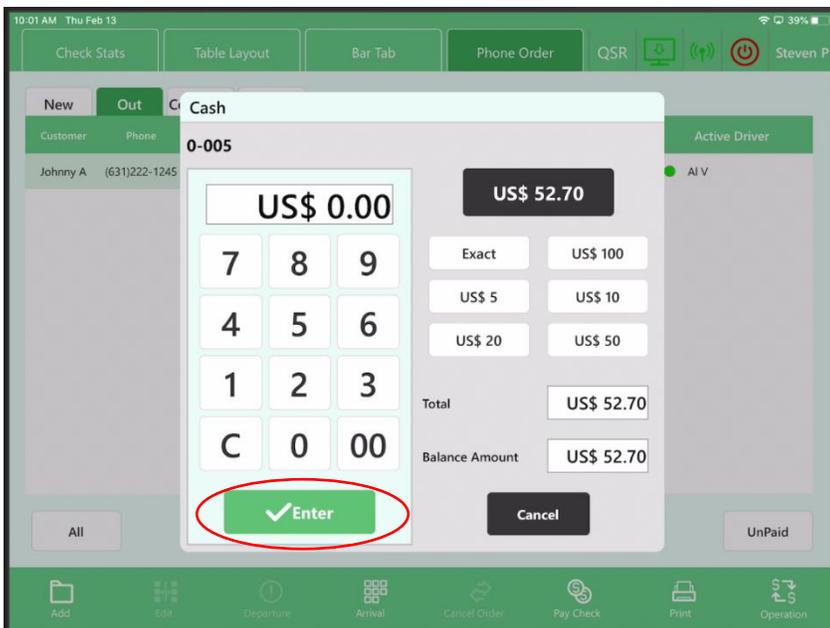
Select a "Driver" and then select the "Order" and press "Departure"



Select “Out” This shows the driver is out for delivery, to finish the order select the order and press “Arrival”



It will now prompt you to the payment screen (if the customer hasn't paid yet) Select the payment and select “Enter”



Select the "Complete" tab to view the transaction is now complete

The screenshot displays the CLOUD POS interface for delivery management. At the top, there is a navigation bar with buttons for 'Check Stats', 'Table Layout', 'Bar Tab', 'Phone Order', 'QSR', and a user profile 'Steven P'. Below this is a tabbed interface with 'New', 'Out', 'Complete', and 'Future' tabs. The 'Complete' tab is highlighted with a red circle. The main area contains a table with columns: Customer, Phone, Time, Type, Zone, Total, Driver, and Active Driver. The table lists four completed delivery transactions for 'Johnny A' with various times and totals. To the right of the table is a list of active drivers with red status indicators. At the bottom, there are buttons for 'All', 'Delivery', 'For Here', 'To Go', and 'Web', and a bottom navigation bar with icons for 'Add', 'Edit', 'Departure', 'Arrival', 'Cancel Order', 'Pay Check', 'Print', and 'Operation'.

Customer	Phone	Time	Type	Zone	Total	Driver	Active Driver
Johnny A	(631)222-1245	10:00	STORE DELIVERY		US\$ 52.70	AI V	● AI V
Johnny A	(631)222-1245	09:55	STORE DELIVERY		US\$ 52.70	AI V	● Amanda T
Johnny A	(631)222-1245	09:53	STORE DELIVERY		US\$ 50.58	AI V	● Amy J
Johnny A	(631)222-1245	09:47	STORE DELIVERY		US\$ 45.24	AI V	● Grey G

Active Drivers List:

- Joe S
- Lynford W
- Tech S
- Test T