

Detrack Quick Guides Dispatcher Role

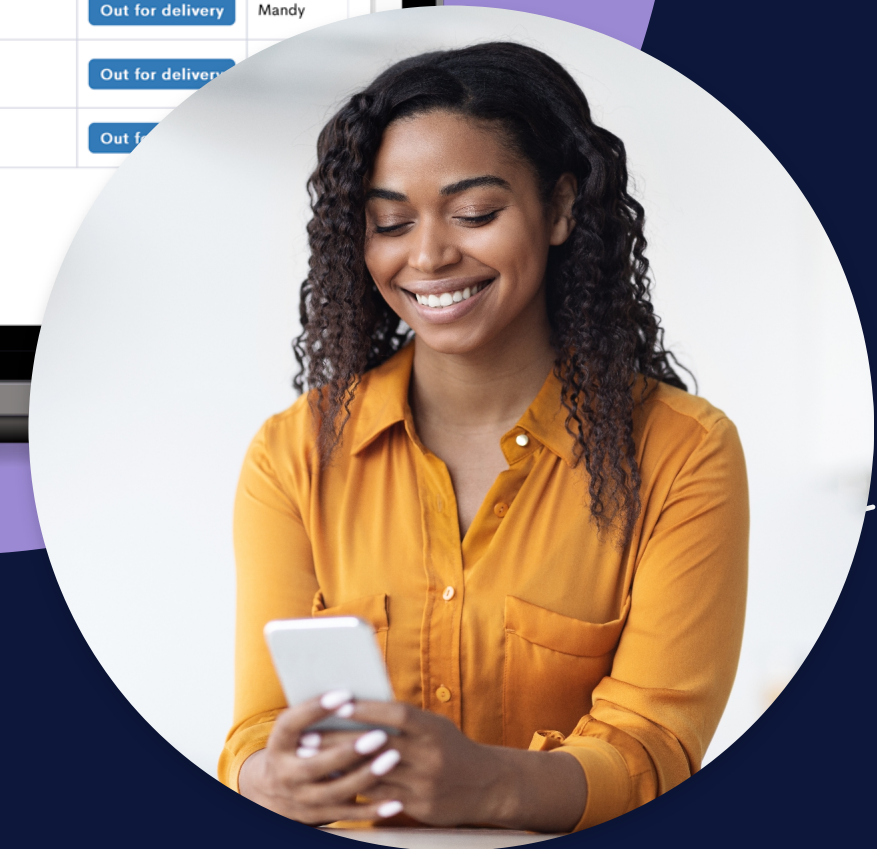
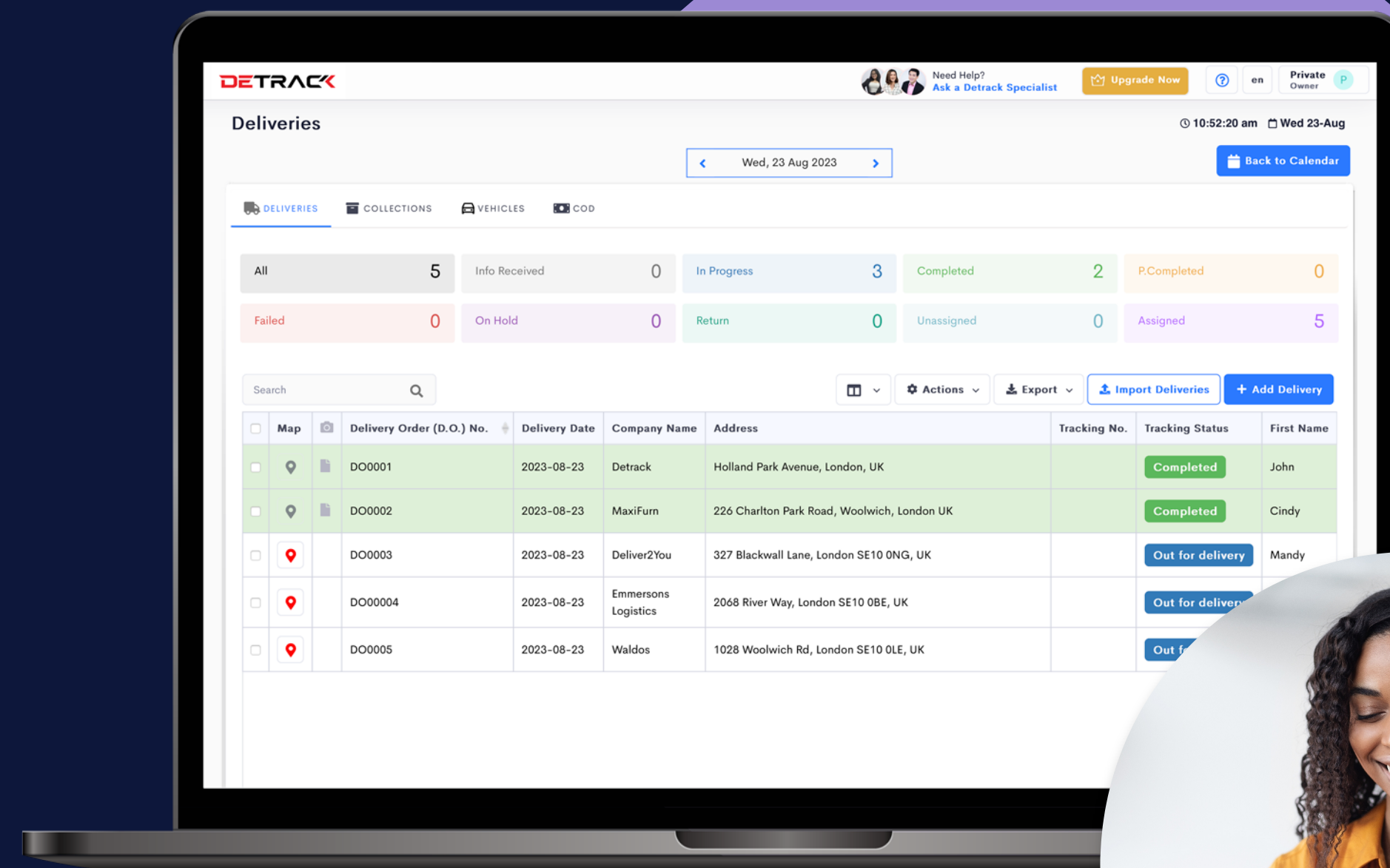
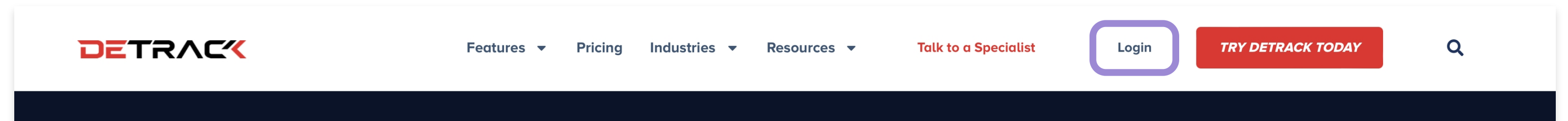


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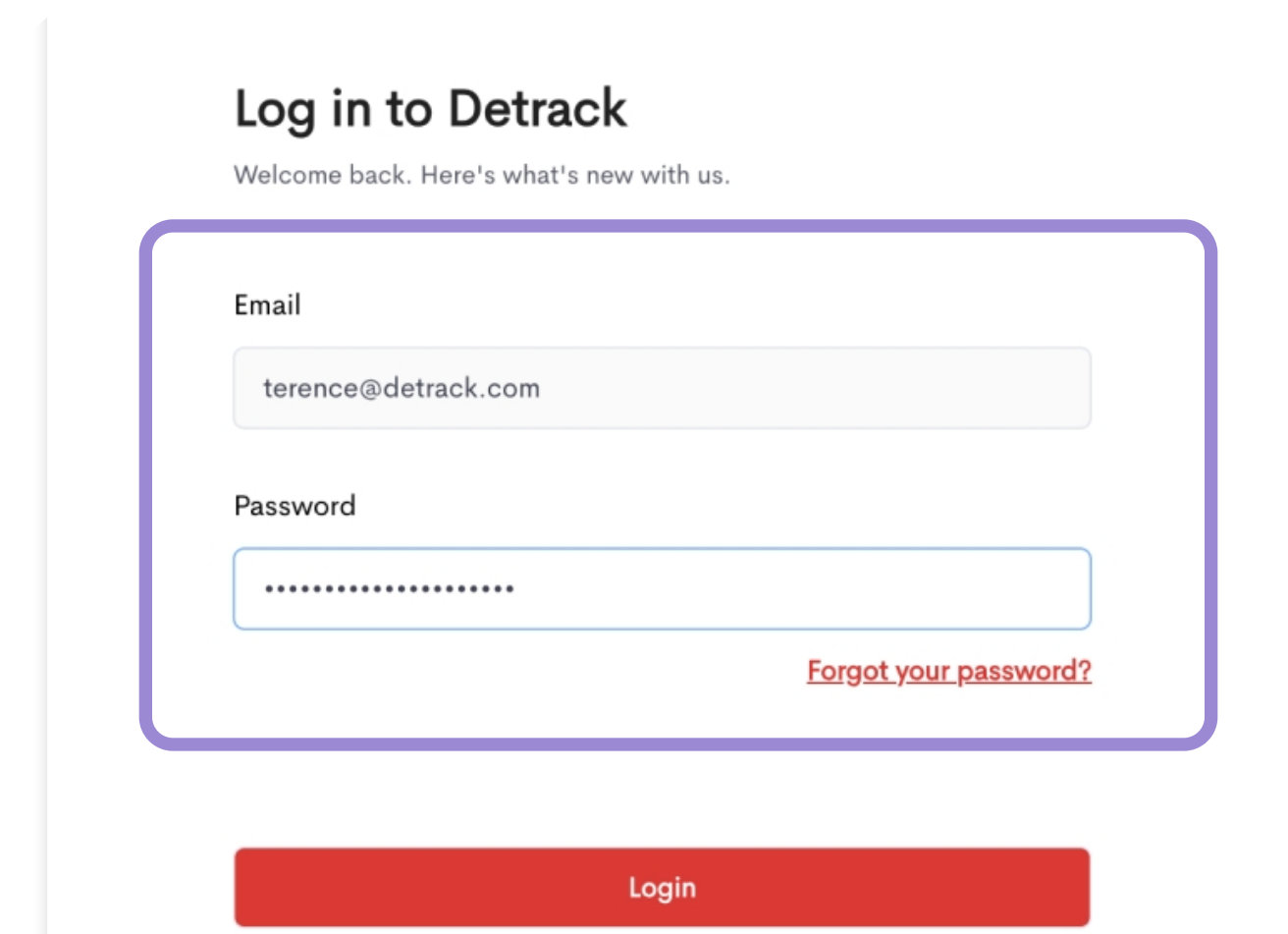
First Way

1. Visit www.detrack.com
2. Click **Login** on top right



Second Way

1. Visit app.detrack.com
2. Key in email and password to login



1. Click **Jobs**
2. Click **Deliveries** to view present day jobs

1

2

Dashboard 100% >

Vehicles

Map

Jobs

Deliveries

Collections

Vehicles

COD

Calendar

Search Jobs

Import Jobs

Bulk Update

Bulk Search

COD Search

Reports

Contacts

Deliveries

05:57:35 am Thu 23-Nov

Back to Calendar

DELIVERIES

COLLECTIONS

VEHICLES

COD

All 1

Info Received 0

In Progress 1

Completed 0

P.Completed 0

Failed 0

On Hold 0

Return 0

Unassigned 1

Assigned 0

Search

Actions

Export

Import Deliveries

Add Delivery

	Map		Delivery Order (D.O.) No.	Delivery Date	Company Name	Address	Tracking No.	Tracking Status	First Name	F
			DO000004	2023-11-23	Emmersons Logistics	2068 River Way, London SE10 0BE, UK		Info received	Richard	

- 1. Click **Jobs**
- 2. Click **Calendar** to view present day jobs
- 3. Click **date** to view jobs for a specific day

1

Dashboard 100% >

Vehicles

Map

Jobs ^

Deliveries

Collections

Vehicles

COD

2

Calendar

Search Jobs

Import Jobs

Bulk Update

Bulk Search

COD Search

Reports

Contacts

Users

Calendar

⌚ 06:11:21 am 📅 Thu 23-Nov

Select a day to view, add or import jobs.

November 2023

Today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11

3

All: 82

At Warehouse: 1

Failed: 1

In Progress: 76

Partially Completed: 2

Unassigned: 2

[illegible]

3 Assign / Unassign Jobs >> Jobs to Vehicles

1. Select **Jobs** to assign/unassign
2. Click **Actions**
3. Click on Assign/Unassign Vehicles

The screenshot displays the Detrack interface for the 'Jobs' section. On the left is a dark sidebar with navigation links: Map, Jobs (selected), Reports, Contacts, Users, Settings, Integrations, Logs, and Account. The main content area has a top bar with a date selector 'Thu, 23 Nov 2023' and a 'Back to Calendar' button. Below this are tabs for DELIVERIES, COLLECTIONS, VEHICLES, and COD. A summary bar shows counts for various job statuses: All (1), Info Received (0), In Progress (1), Completed (0), P.Completed (0), Failed (0), On Hold (0), Return (0), Unassigned (1), and Assigned (0). A search bar is present above a table of delivery orders. The table has columns: Map, Delivery Order (D.O.) No., Delivery Date, Company Name, Address, Tracking No., Tracking Status, and First Name. Three rows are visible, with the first two selected (checkboxes checked). An 'Actions' dropdown menu is open for the selected rows, showing options: Delete, Assign Vehicles, Unassign Vehicles, Assign Group, and Change Date. Numbered callouts 1, 2, and 3 highlight the selection checkboxes, the Actions button, and the 'Assign Vehicles' option respectively.

Map	Delivery Order (D.O.) No.	Delivery Date	Company Name	Address	Tracking No.	Tracking Status	First Name
<input type="checkbox"/>	DO0004	2023-10-11	Emmersons Logistics	2068 River Way, London SE1	Z0675438	Out for delivery	Richard
<input checked="" type="checkbox"/>	DO0005	2023-10-11	Waldos	1028 Woolwich Rd, London SE10 0L	Z9786564	Out for delivery	William
<input checked="" type="checkbox"/>	DO0006	2023-10-11	Meal Taxi	1028 Woolwich Rd, London SE10 0L	Z9786564	Out for delivery	Samantha

1. Click **Jobs**
2. Click **Vehicles**
3. Click **Transfer Jobs**

The screenshot displays the Detrack system interface. On the left sidebar, the 'Jobs' menu item is highlighted with an orange box and a '1' in a circle, and the 'Vehicles' menu item is highlighted with an orange box and a '2' in a circle. The main content area is titled 'Vehicles' and shows a date selector for 'Thu, 23 Nov 2023' and a 'Back to Calendar' button. Below the date selector, there are tabs for 'DELIVERIES', 'COLLECTIONS', 'VEHICLES' (selected), and 'COD'. A table lists vehicles with columns: Vehicle Name, Info Received, In Progress, Completed, Partially Completed, Failed, Last POD At, Connected At, Arrange, View, and Download Route. The table contains four rows: Gabby, GFOLD, Iqbal Driver Pick Up, and Jane. In the top right corner of the table area, there is a 'Transfer Jobs' button highlighted with an orange box and a '3' in a circle.

Vehicle Name	Info Received	In Progress	Completed	Partially Completed	Failed	Last POD At	Connected At	Arrange	View	Download Route
Gabby	0	0	0	0	0		2021-04-16, 17:48			
GFOLD	0	0	0	0	0	2023-05-24, 16:32	2023-06-28, 13:12			
Iqbal Driver Pick Up	0	0	0	0	0		2020-11-06, 10:31			
Jane	0	0	0	0	0	2019-11-06, 10:59	2019-11-16, 08:28			

4. Select Vehicles to transfer between jobs

Transfer Jobs

Vehicle A

GFOLD

Gabby

Iqbal Driver Pick Up

Jane

Jason

Jenny iPhone Contractor2

>

>>

<

<<

Vehicle B

Empty List

Search

Deselect All

Select All

Transfer Jobs

Vehicle A

GFOLD

Showing all 3

Search

DZ079 (460 LORONG 6 TOA PAYOHHDB HUB 310460) **Delivery**

DZ069 (3 TEMASEK BLVD #02-001 038983) **Delivery**

DZ005 (Blk 686C Jurong West Central 1 993686) **Delivery**

>

>>

<

<<

Vehicle B

GFOLD

Gabby

Iqbal Driver Pick Up

Jane

Jason

Jenny iPhone Contractor2

Deselect All

Select All

4. Select jobs

5. Click (>, >>, <, <<) to transfer

The interface shows two panels for 'Transfer Jobs'. Each panel has a 'Vehicle A' dropdown and a 'Vehicle B' dropdown. Below each dropdown is a list of jobs with search bars and 'Deselect All'/'Select All' buttons. In the left panel, Vehicle A has three delivery jobs, and Vehicle B's dropdown is open, showing a list of names including Jane. In the right panel, the jobs have been transferred to Vehicle B, and Vehicle A's list is empty. An orange arrow points from the left panel to the right panel, indicating the transfer action.

> Transfers selected jobs in ➡ direction

< Transfers selected jobs in ⬅ direction

>> Transfers all jobs in ➡ direction

<< Transfers all jobs in ⬅ direction

Thank you



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