



Courier for Fabricators

The next generation of
Mobile Delivery Scanning
from TOUCH by Business
Micros Group.



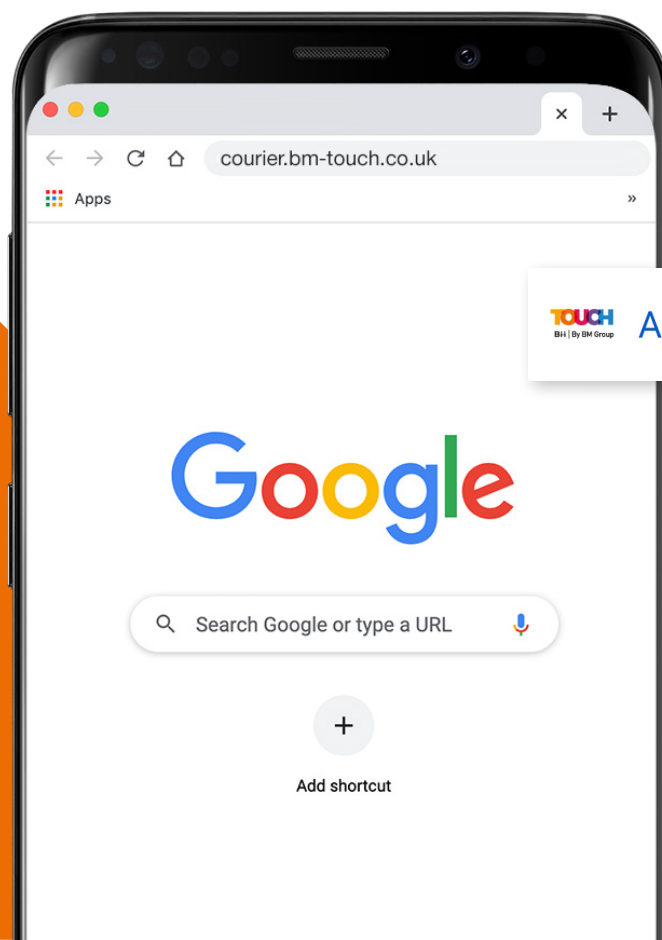
www.bm-touch.co.uk



Downloading the Courier Web App

STEP 1:

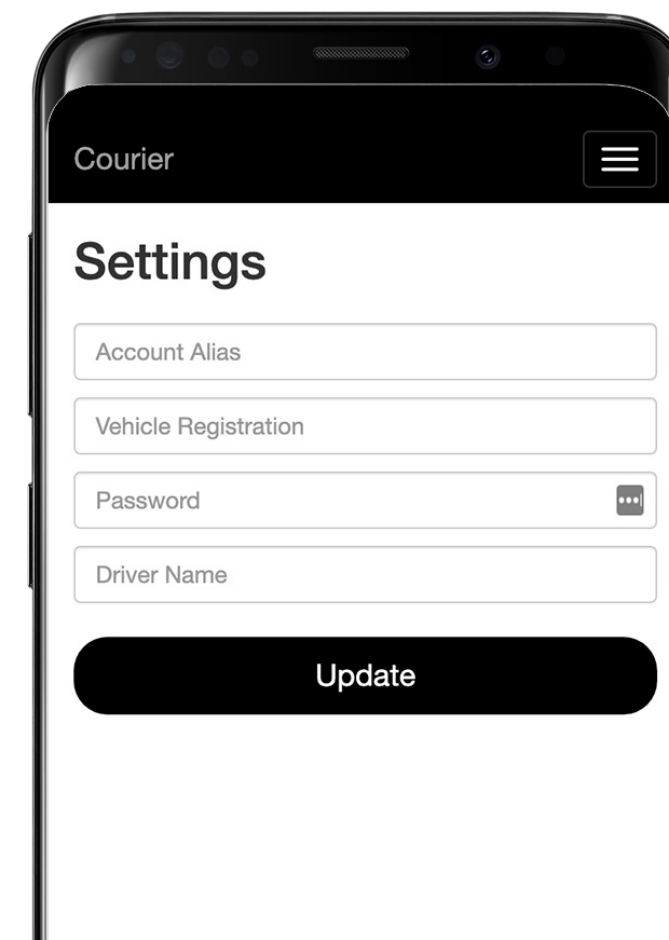
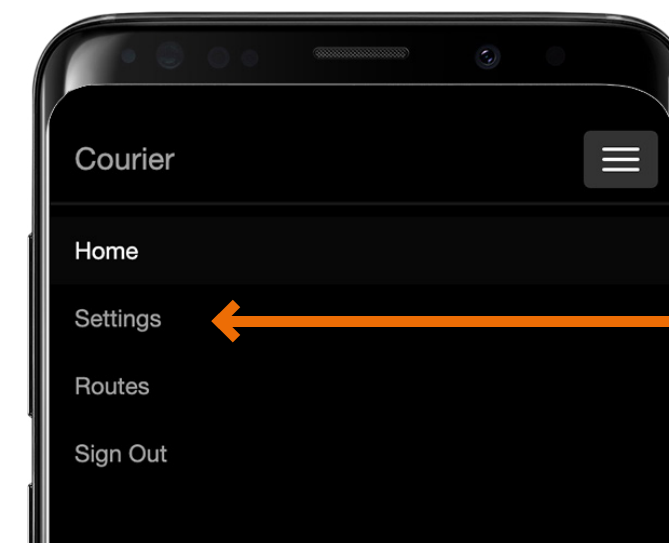
- Using the Web Browser on the Android device, browse to courier.bm-touch.co.uk
- When prompted, download the Courier 'App' to the home screen of the device.



Setting Up the Courier Web App

STEP 2:

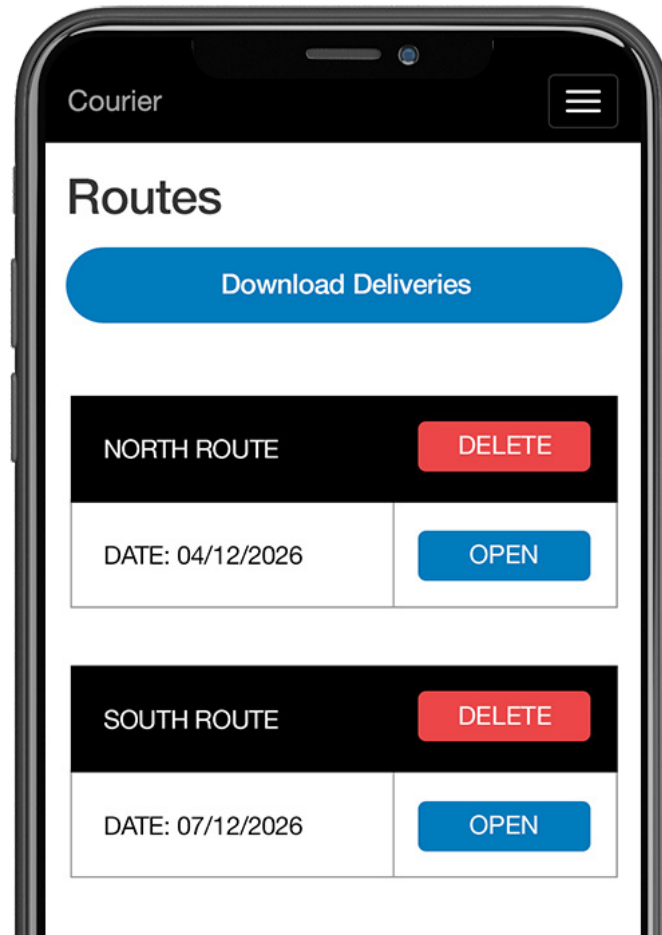
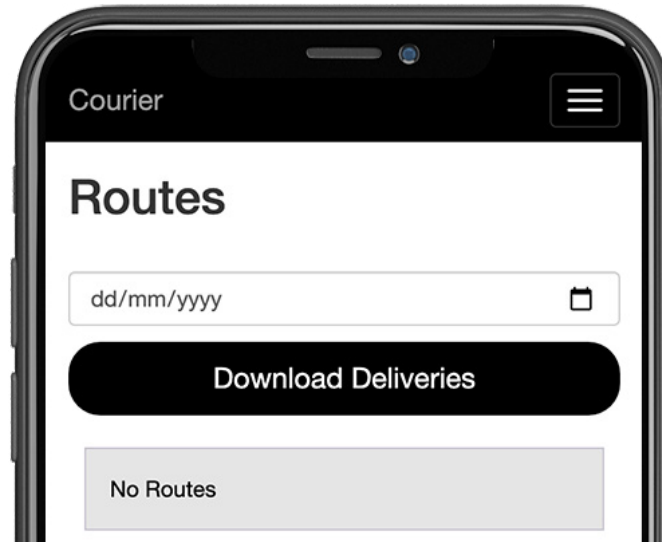
- Using the 'hamburger icon' top right of the page, navigate to the Settings menu.
- Enter the Account Alias (you will find this in the Courier Setup page in EvoNET).
- Enter the Vehicle Registration and Password.
- Driver Name can be entered but is not critical.
- Once the above is entered select the update button to save the settings.
- Having saved the settings you will now see the front page is customised with your logo and colour scheme.



Using the Courier Web App

STEP 3:

- Having entered the Vehicle Reg and Password you will now be able to download the route that have been exported through the Despatch Scan Point (EvoNET).
- Enter the Delivery Date using the date picker and click the Download Deliveries button.
- You will then see the route which has been assigned to the Vehicle Registration below.
- Click to open the Route to view the Drops.

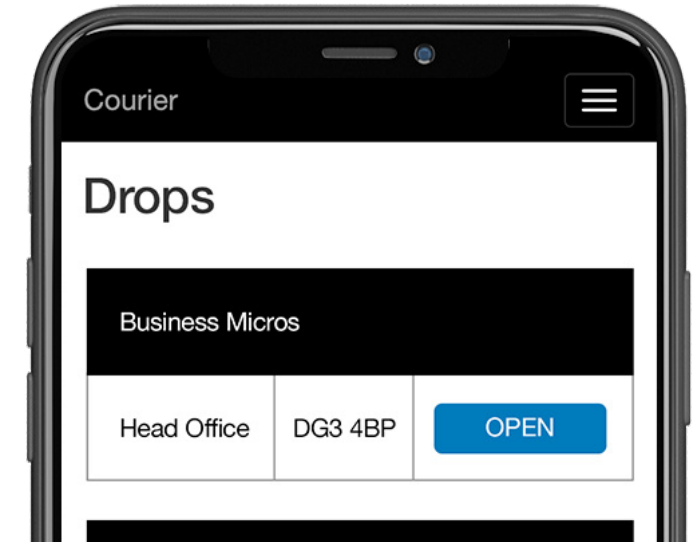


STEP 4:

- You will now see all the Drops associated with the Route; these will have been ordered by their Drop Number determined in the Despatch Planning page (EvoNET)
- Click the Open button to open the Drop and view the items to be scanned

STEP 5:

- Scan the items using the Barcode reader on your device.
- When you have successfully scanned an item, it will turn the line blue.
- To remove the scan, simply re-scan the item.





Collect the customers *signature*

STEP 6:

- Once the items have been scanned you can then collect a signature from the customer by clicking the Signature button.
- Having collected a signature and a 'printed name' you can then press save and Courier will store this information.
- You will then see that the Drop has been locked and confirmation that the items were signed for with a time & date stamp.
- Once the device has internet connection it will then send this information back to EvoNET and update the Orders with the tracking statuses.

Courier

Signature

J. Smith

Printed name

SAVE

CLEAR