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Printing a Delivery Manifest for a Building or Master Account

Josh Nye
2 years ago · Updated

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To set a master delivery account to print out a delivery manifest, follow the instructions in this guide.

1. Open the delivery master account's Route Settings.

2. Select the Want Details setting and the Price on details setting if you would like the price of the items to be on the delivery manifest.

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Profile	Preferences	Statistics	Route	Delivery	Notes	Prices	Admin	System

Settings

Delivery Type	Route Regular ▼	
Delivery Route	Route 1 ▼	
Delivery Location	Choose one ▼	
Stop Number	26	
Door Code		
☐ Anytime		☐ Have Key
☑ Want details		☑ Price on details
☐ Master Account		

Route Holds

Customer Instructions

⚠ This note can be edited by the customer

💾 Save

3. Save the settings and now a summary for each sub delivery account will print out when you print a delivery manifest.

4. To print the manifest go to the delivery module and select the route the account is on.

5. Click print manifest.

DELIVERY

Route 1 — Wed 30th, Jan 19

Print Manifest

Filters: ☐ In van   ☑ Show stops   ☑ Show details   ☐ Show sale charges   Print

Route 1

Stop	Address/Contact	Order	Pieces	Complete
1	2001 COLLINS AVE			
8:00am 5:00pm	**Hotel - Comp**			☐
	• 10 pieces Comp ***V. Hotel pay 8 Pcs ***V.I.P.**** 10 pieces Comp ****V			
2	2001 COLLINS AVE			
8:00am 5:00pm	**Hotel - Hotel Pays** (305) 520-6000	19028-01119: [A]-Delivery 4 19028-02111: [A]-Ready	10 7	☐
	• 5 Pcs - Hotel Pay 10 Pieces Hotel Pay 8 pieces - Hotel Pay 8 Pcs Hote Pay 5 pieces - Hotel Pay 5 PIECES HOTEL PAY 8 Pcs Per Week 1903102156: -			

Julia Tuttle Causeway

6. You now have a few options. If you uncheck Show Stops you will only see the delivery manifests or details for the route.

7. If you check In Van it will only show you orders that have been loaded into the van by the driver. This prevents you from including anything on the manifest that the driver is not taking.

Notice how on the following picture there is only one account display for Hotel 1. That is because only that customer's orders are loaded into the van.

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