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Printing a Delivery Manifest for a Building or Master Account



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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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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.

Route 1

DELIVERY

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	Hotel - Comp			<input type="checkbox"/>
5:00pm	<ul style="list-style-type: none">10 pieces Comp ***V.Hotel pay 8 Pcs***V.I.P****10 pieces Comp ****V			
2	2001 COLLINS AVE			
8:00am	Hotel - Hotel Pays	19028-01119: [A]-Delivery 4	10	<input type="checkbox"/>
5:00pm	(305) 520-6000	19028-02111: [A]-Ready	7	
	<ul style="list-style-type: none">5 Pcs - Hotel Pay10 Pieces Hotel Pay8 pieces - Hotel Pay8 Pcs Hote Pay5 pieces - Hotel Pay5 PIECES HOTEL PAY8 Pcs Per Week1903102156: -			

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

Route 1


DELIVERY
Wed 30th, Jan 19

Print Manifest

Filters: ☐ In van ☐ Show stops ☒ Show details ☐ Show sale charges

Print

Thursday - Jan 19
8:00am to 5:00pm
20691 COLLINS AVE



Hotel 1

Order	Customer identifier	Type	Brand	Count	Price
Tan, Demir	19028-01119-A				
	9713	Bag	N/A	1	\$0.00
	9713	Shirt	Tasso Elba	1	\$3.75
	9713	Shirt	Izod	1	\$3.75
	9713	Shirt	Tasso Elba	1	\$3.75
	9713	Shirt	Lorenzo Uomo	1	\$3.75
	9713	Shirt	Michael Kors	1	\$3.75
	9713	Shirt	Tasso Elba	1	\$3.75
	9713	Shirt	Tasso Elba	1	\$3.75
	9713	Suit Pants - M	Ralph Lauren	1	\$3.75
	9713	Suit Jacket - M	Ralph Lauren	1	\$3.75
Subtotals				10	\$33.75
Vorobejus, Paul	19028-02111-A				
	9736	Laundry Bag	N/A	1	\$0.00
	9736	Shirt	Calvin Klein	1	\$3.75
	9736	Shirt	Express	1	\$3.75
	9736	Shirt	Calvin Klein	1	\$3.75
	9736	Pants - M	Michael Kors	1	\$3.75
	9736	Vest	Express	1	\$3.75
	9736	Vest	Express	1	\$3.75
Subtotals				7	\$22.50
Grand Total				17	\$56.25
Sub accounts: 9					

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.

Route 1

DELIVERY

Wed 30th, Jan 19

Print Manifest

Filters:

☒ In van

☐ Show stops

☒ Show details

☐ Show sale charges

Print

Thursday - Jan 11

8:00am to 5:00pm

20691 COLLINS AVE

Hotel 1

Order	Customer identifier	Type	Brand	Count	Price
Tan, Demir 19028-01119-A	9713	Bag	N/A	1	\$0.00
	9713	Shirt	Tasso Elba	1	\$3.75
	9713	Shirt	Izod	1	\$3.75
	9713	Shirt	Tasso Elba	1	\$3.75
	9713	Shirt	Lorenzo Uomo	1	\$3.75
	9713	Shirt	Michael Kors	1	\$3.75
	9713	Shirt	Tasso Elba	1	\$3.75
	9713	Shirt	Tasso Elba	1	\$3.75
	9713	Suit Pants - M	Ralph Lauren	1	\$3.75
	9713	Suit Jacket - M	Ralph Lauren	1	\$3.75
Subtotals				10	\$33.75
Grand Total				10	\$33.75

Sub accounts: 9

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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