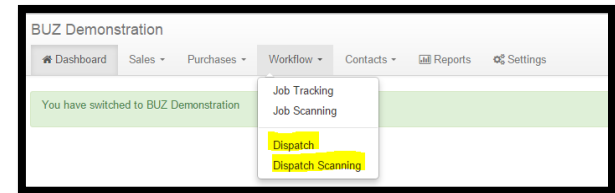


BUZ Dispatch

Dispatch

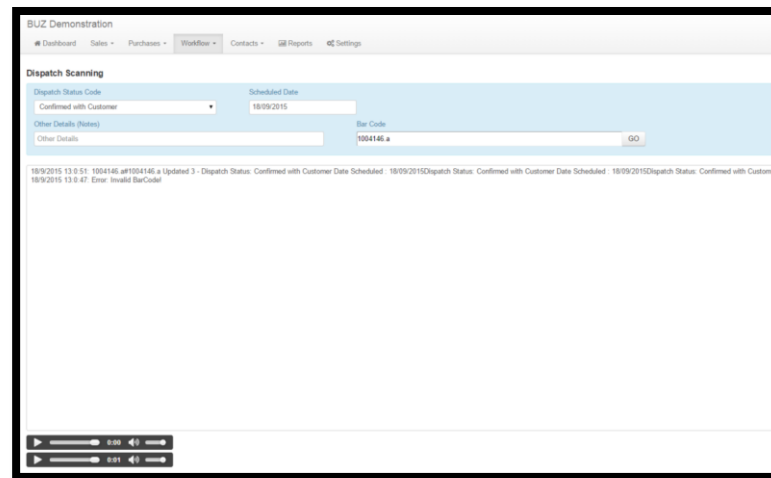
There are 2 areas in Dispatch to access this go to Workflow



1. Dispatch Scanning to access this go to Workflow -> Dispatch Scanning

Dispatch scanning allows you to move items through Dispatch quickly, to do this

- Workflow -> Dispatch Scanning
- Select the Status you wish to scan to
- Select the date you want then to show as being scheduled to this status
- Enter any notes about the scan you might have IE: On hold due to Freight Strike
- Either enter the Order No. along with the Letter and select GO or Scan the barcode



NB: if you have been successful you will hear a present melody and you will see the status change on screen. If you are not successful you will hear a Error Sound and an error on the screen

Dispatch

2. Dispatch to access this go to Workflow -> Dispatch

Dispatch allows you to manage your Check Measures, Installs and Installer Calendars. You are able to view, change, rework, apply money, print, email and export information directly from here either by Order, Customer, Tracking Status, Dispatch Status, Dispatch Type or Installer.

From the Dispatch screen you can Select

- Manage – to Manage your entire dispatch
- Calendar – to see the Installers Calendar

Or select one of the quick filter buttons

- Check Measure – to view all awaiting check measures
- Pending or Work in Progress – to view all Unconfirmed upcoming Dispatches
- Scheduled – to view all Dispatches that are not completed or Cancelled

You can search by order Number or Barcode by adding this to the quick find box on the top right and press GO!

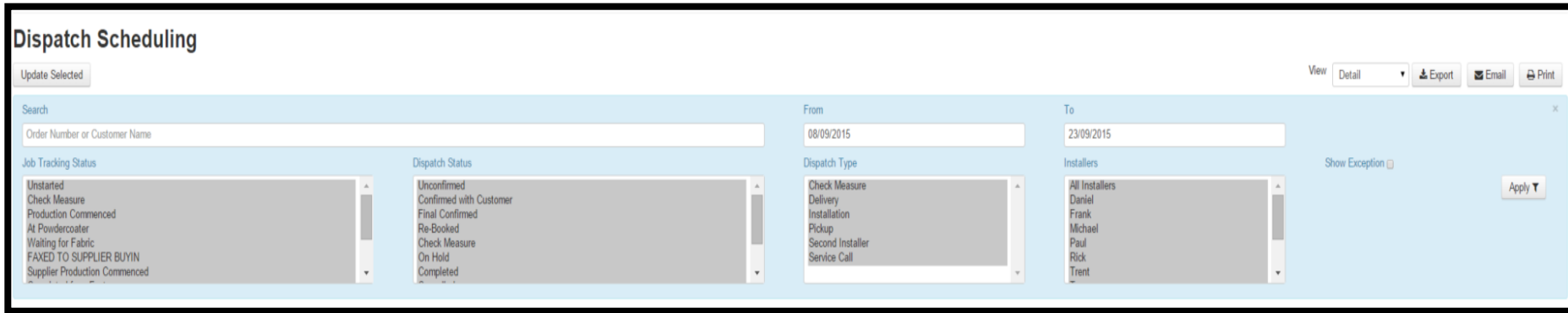


The screenshot shows the BUZ Software interface for the Dispatch screen. At the top, there is a navigation bar with the following items: Dashboard, Sales, Purchases, Workflow (selected), Contacts, Reports, and Settings. On the right side of the navigation bar, there is a user profile icon, the email address rachael@buzsoftware.com.au, and links for Log off, My BUZ, and Help. Below the navigation bar, the main heading is "Dispatch". Underneath the heading, there are two buttons: "Manage" and "Calendar". On the right side of the main content area, there is a search box labeled "Order No. / Barcode" with a "GO" button. Below the search box, there is a summary table with four columns: "Check Measures", "Pending", "Work In Progress", and "Scheduled". The values for each column are 124, 586, 1817, and 1, respectively.

Check Measures	Pending	Work In Progress	Scheduled
124	586	1817	1

Dispatch

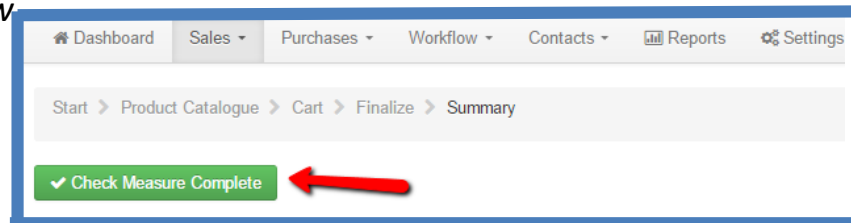
In Manage you select your requirements and you will then see the Dispatches that match these requirements



The screenshot shows the 'Dispatch Scheduling' interface. At the top left is an 'Update Selected' button. On the top right, there are controls for 'View' (set to 'Detail'), 'Export', 'Email', and 'Print'. Below these are search and filter fields: 'Search' (Order Number or Customer Name), 'From' (08/09/2015), 'To' (23/09/2015), 'Job Tracking Status', 'Dispatch Status', 'Dispatch Type', 'Installers', and 'Show Exception'. An 'Apply' button is located on the right side of the filter section.

Once you see what you are after you can

- Change the View to be Detailed, Summary or Order Summary depending on how you need this information presented
- Export, Email or Print selected items or all items that you have displayed
- Show Exceptions
- Edit an Install and change the Date, Status, Installer, Type, Seq. Number, Time to Install, Preferred Install time and add in Order Notes or Dispatch Notes
- Selecting Option will allow you to use Pay in – for completing order, receipting Money and Reworking or Re Book – to rebook and install that has been cancelled *NB: check measures cannot be payed in these are complete from the quote summary screen below*



Dispatch

Now you have what you need on the screen some of the headings are

- Pick Up Date – Date the Installer can Pick Up their run/product from office/warehouse
- Date Scheduled – Scheduled to be finished/installed by
- Ref No. - the BUZ order Number
- Dispatch Status – the Dispatch Status
- Customer – Customers Name
- Job Tracking Status – the Job Tracking Status (production status)
- Job Tracking Process – the production process (usually used if there are multiple processes this order needs to go through to be manufactured)
- Dispatch Type – This is how it is set in Dispatch IE: Installation, Second Installer, Check Measure
- Installer – Who is the Installer
- Suburb – The install Suburb

Dispatch Scheduling

Update Selected

View: Detail Export Email Print

Search: Order Number or Customer Name

From: 08/09/2015 To: 23/09/2015

Job Tracking Status: Unstarted, Check Measure, Production Commenced, At Powdercoater, Waiting for Fabric, FAXED TO SUPPLIER BLYVN, Supplier Production Commenced

Dispatch Status: Unconfirmed, Confirmed with Customer, Final Confirmed, Re-Booked, Check Measure, On Hold, Completed

Dispatch Type: Check Measure, Delivery, Installation, Pick-up, Second Installer, Service Call

Installers: All Installers, Daniel, Frank, Michael, Paul, Rick, Trent

Show Exception Apply

	Pickup Date	Date Scheduled	Ref No.	Dispatch Status	Customer	Job Tracking Status	Job Tracking Process	Dispatch Type	Installer	Suburb	Job Tracking Scheduled Date	Seq No	Products	No Items	Time Preferred	Time To Install	Branch	Dispatch Notes	Credit Limit	Outstanding Amount
<input type="checkbox"/>	Edit	Option	08/09/2015	08/09/2015	1004136.B	Unconfirmed	1. Test	Unstarted	Installation	Paul	Bungalow	11/08/2015	0	PE.1	1	30	Head Office		0.00	417.00
<input type="checkbox"/>	Edit	Option	09/09/2015	09/09/2015	1004144.A	Unconfirmed	WHITESTONE VILLAS	Check Measure	Installation	All Installers	INDOOROPILLY	12/08/2015	0	RL.1	1	90	Atlanta		0.00	472.70
<input type="checkbox"/>	Edit	Option	09/09/2015	09/09/2015	1004137.A	Unconfirmed	1. Test	At Powdercoater	Installation	Paul	Bungalow	12/08/2015	0	PE.1	1	30	Head Office		0.00	350.00
<input type="checkbox"/>	Edit	Option	10/09/2015	10/09/2015	1004139.A	Unconfirmed	1. Test	Second Installer	Paul	Bungalow		0			0	180	Head Office	testing dispatch notes	0.00	3,518.69
<input type="checkbox"/>	Edit	Option	10/09/2015	10/09/2015	1004139.A	Unconfirmed	1. Test	Unstarted	Installation	Paul	Bungalow	11/08/2015	0	RL.2	2	240	Head Office		0.00	3,518.69
<input type="checkbox"/>	Edit	Option	11/09/2015	11/09/2015	17179.A	Unconfirmed	Saunders, Daryl	Unstarted	Installation	Paul	Castle Hill	14/08/2015	0	RL.2	2	180	Head Office		0.00	3,648.98
<input type="checkbox"/>	Edit	Option	18/09/2015	18/09/2015	1004146.A	Confirmed with Customer	Buz software	Unstarted	Check Measure	Paul	Castle Hill		0		0	4	Head Office		0.00	451.00
<input type="checkbox"/>	Edit	Option	18/09/2015	18/09/2015	1004146.A	Confirmed with Customer	Buz software	Unstarted	Installation	Paul	Castle Hill	18/09/2015	0	RL.1	1	120	Head Office		0.00	451.00

Page 1 of 1 (8 Items) 100

NB: All headings in BLUE can be used to sort by

Dispatch Calendar

Your Dispatch calendar can be used for the installers to view their run while on the road.

*NB: the sequence of these depends on the time to install and the preferred time entered
You cannot edit you install details from this screen this is done through Dispatch*

Dispatch Appointment/Schedule

Installers

- All Installers
- Daniel
- Frank
- Michael
- Paul
- Rick
- Trent
- Troy
- Daryl
- Courier Delivery
- Pick Up

Sales Representatives

- George
- Kyle
- John
- David
- Neil
- Shane
- Ray
- Janelle
- John Dowe
- Show Room
- Govin
- Rusty
- Vishal Shah

21 – 27 September 2015

Daniel	
Monday, September 21	
	??:?? - ??:? - 70 GLEN Notes: ??:?? - ??:? - 96 VICT Notes: ??:?? - ??:? - 3 BACAI Notes: ??:?? - ??:? - 103 ABE Notes:
Tuesday, September 22	
Wednesday, September 23	
??:?? - ??:?? SALEH, MOHAMED - 34 BLACKBUTT AVENUE, LUGARNO ()	32.0
Notes: ??:?? - ??:?? LACEY, CINDY - 9 MAHOGANY STREET, RACEVIEW ()	696.7
Notes: ??:?? - ??:?? SLATER, JASON - 97 FLOREY DRIVE, MACGREGOR ()	258.3
Notes: ??:?? - ??:?? MCLEAN, TRISHA - 801/6-12 OXLEY AVE, WOODY POINT ()	735.6

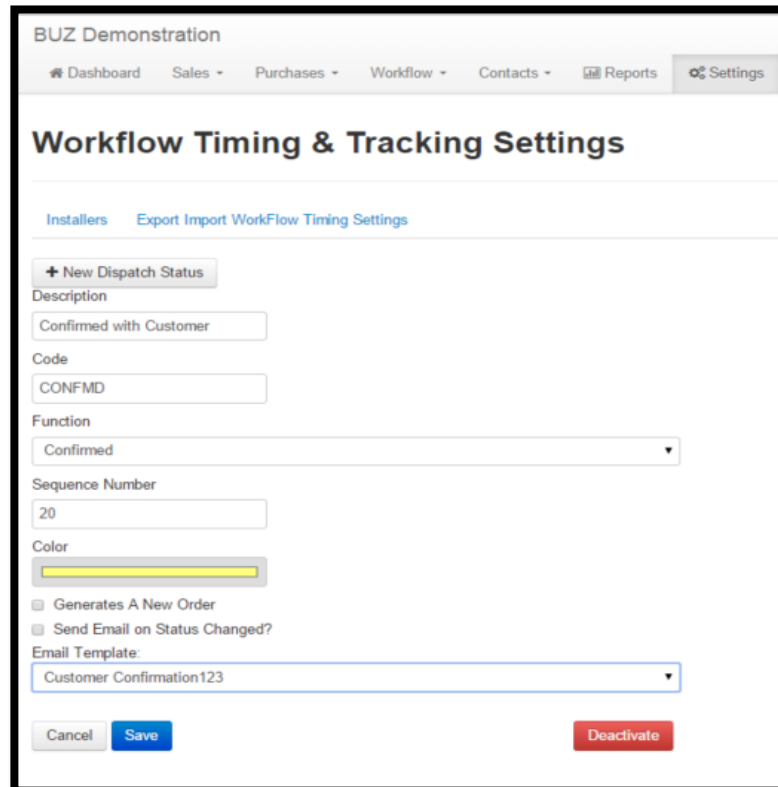


Dispatch

Your Dispatch Status can trigger other things to happen within the system the same way the Job tracking Status' can

The items that the Status change can Trigger are

- Generates a New Order – this is used for Re-Works/Remakes
- Send Email on Status Change – This is used to email your customer when the Status has changed and it might be that the Install is confirmed with the Customer or it could be that the Order is ready to Pick Up (an email template will need to be set up for this as well)



BUZ Demonstration

Dashboard Sales Purchases Workflow Contacts Reports Settings

Workflow Timing & Tracking Settings

Installers Export Import WorkFlow Timing Settings

+ New Dispatch Status

Description
Confirmed with Customer

Code
CONFMD

Function
Confirmed

Sequence Number
20

Color

Generates A New Order

Send Email on Status Changed?

Email Template:
Customer Confirmation123

Cancel Save Deactivate

A background image of a sunset or sunrise with a warm orange and yellow sky and white clouds. The clouds are stylized and appear to be floating above a white horizon line.

Thank you

Any further questions please contact us at
support@buzsoftware.com.au