
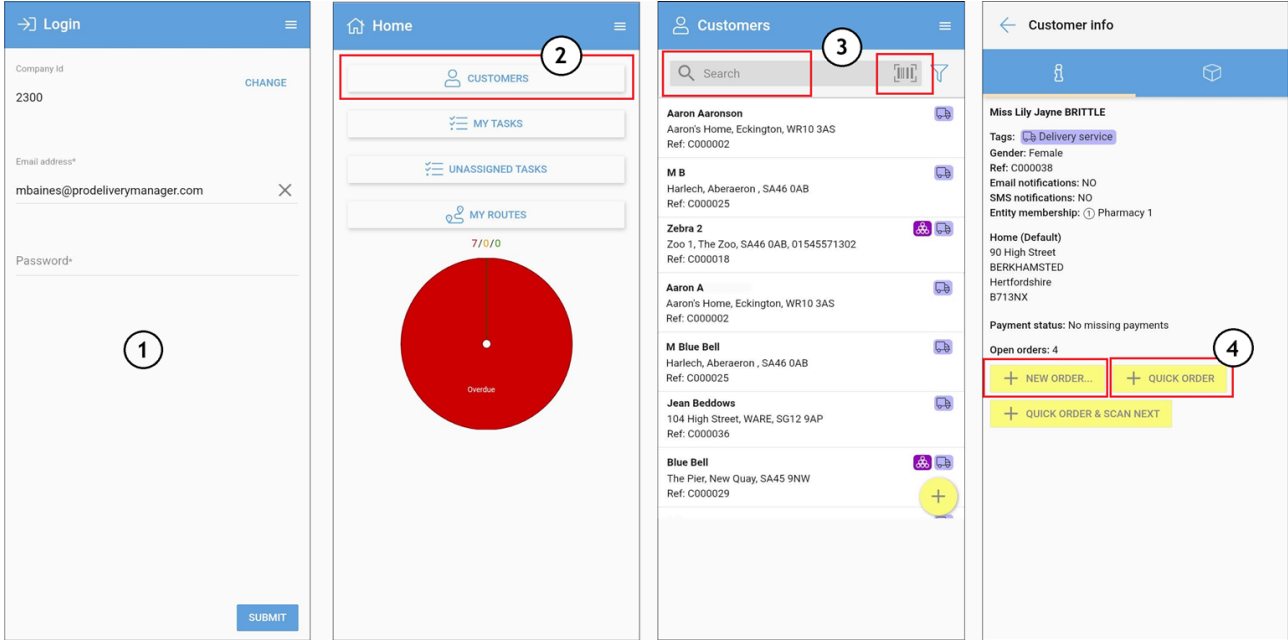


PDM workflow – drivers

1. Open PDM App and login
2. Tap **Customers**
3. Scan or search for a customer
4. Tap either **+New Order**, **+Quick Order**, or **+Quick Order & Scan Next**

 **Tip:** If CD or fridge tags or additional information are required for the delivery, use **+New Order**. To use saved default information, use **+Quick Order**.




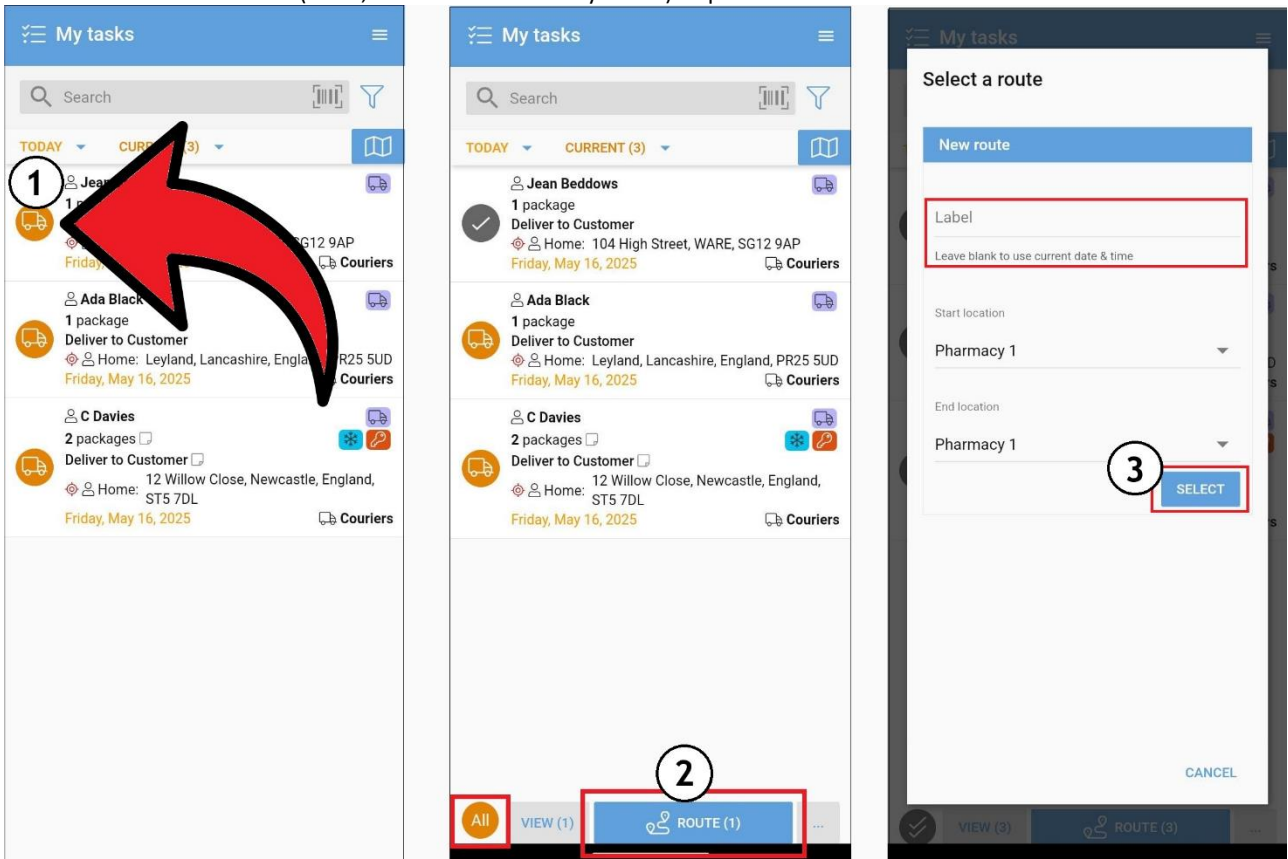
Once orders are created, go to **My Tasks** in the menu, by tapping the 3 lines at the screen:



top right of the

In **My Tasks**:

1. Select the tasks by tapping the icon to the left of the task.
-  **Tip:** tap **All** at the bottom left of the screen to select all tasks in your list.
2. Tap **Route**
3. Name the route if desired (if not, it will default to today's date). Tap **Select**



The tasks ready for delivery are now in **My Routes** – access this from the menu:

1. Tap **Start Route**
2. Make the deliveries (tap on a task to Complete, Fail or Cancel).
3. Tap **Finish Route**

