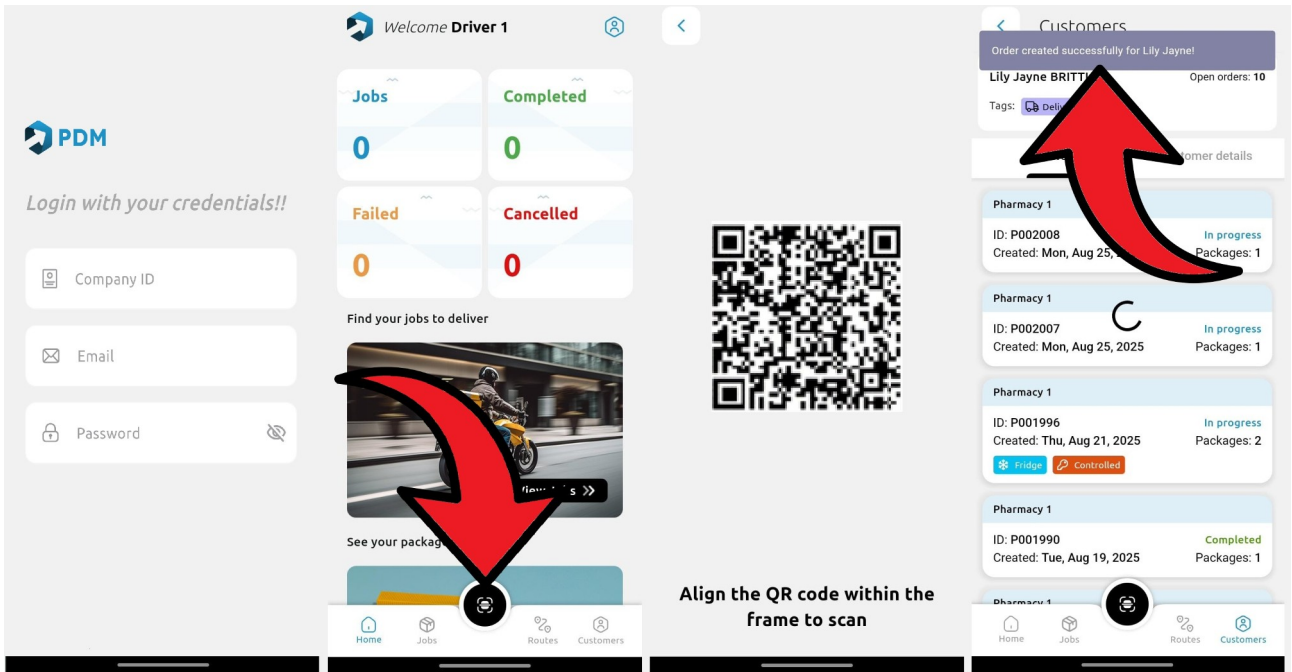
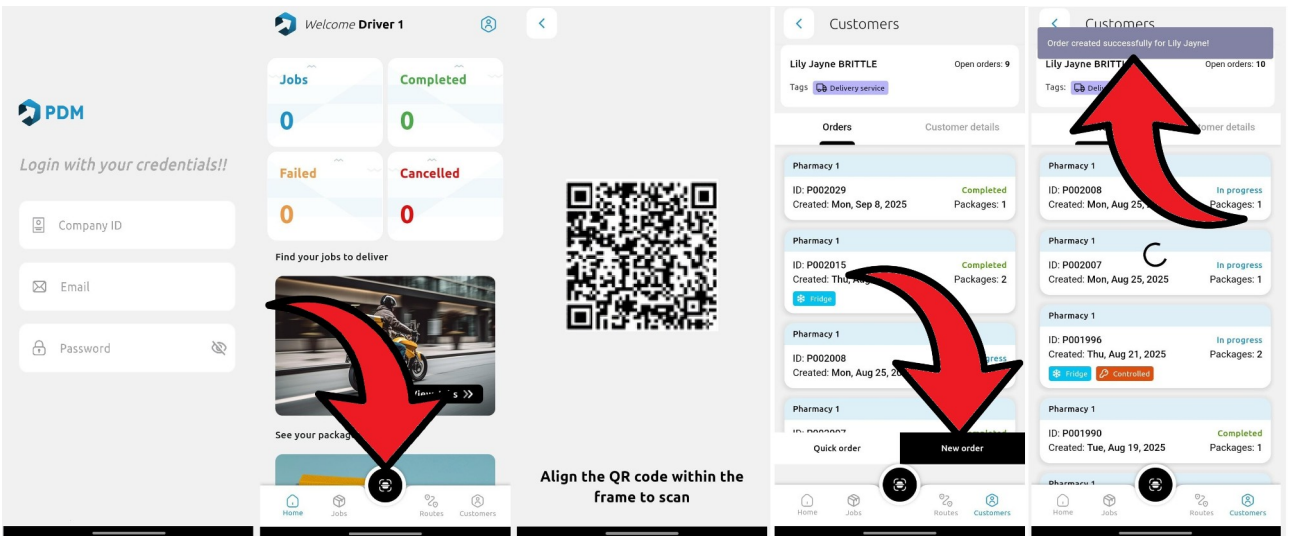


PDM App V4 workflow – drivers

1. Open PDM App and login
2. Tap **the scan icon** to open the device camera
3. Scan a package to **add a quick order**

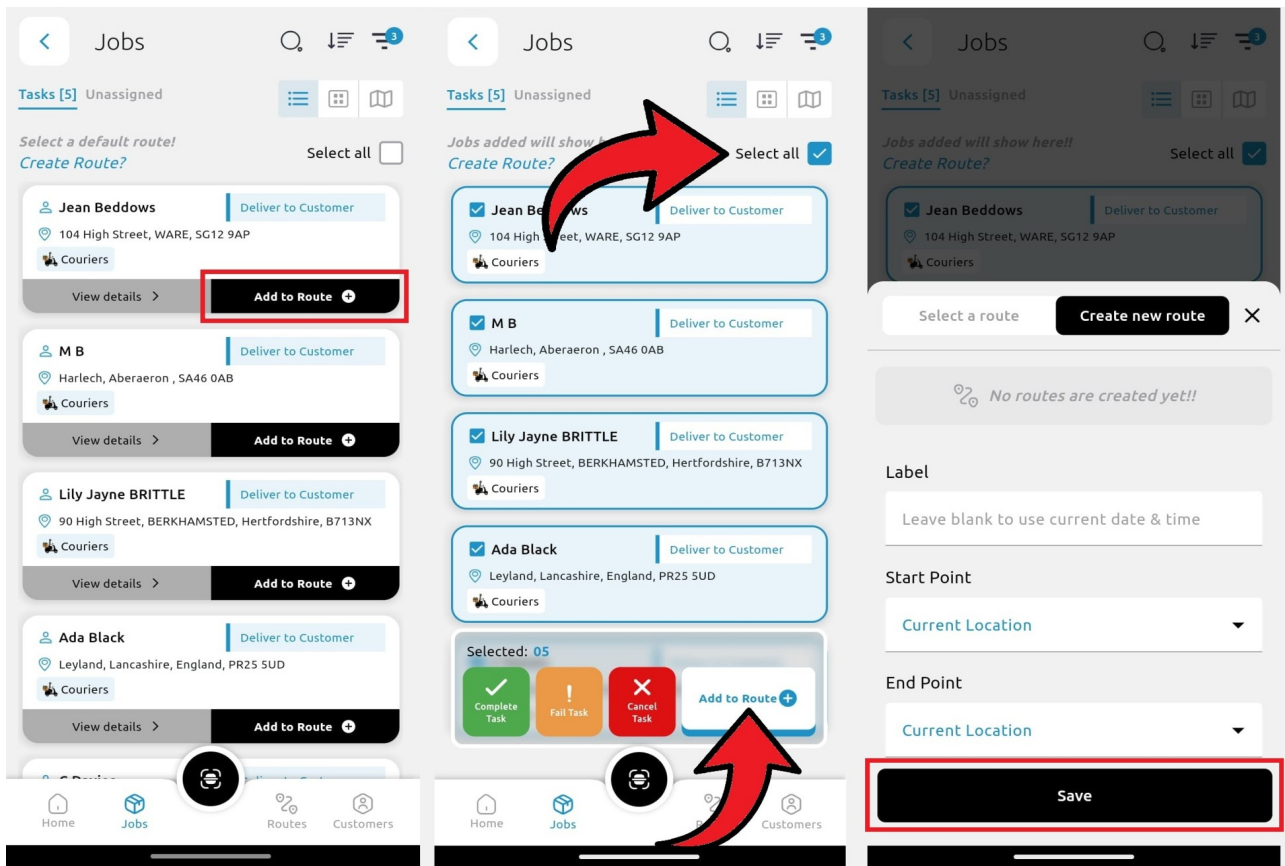


💡 Tip: If CD, Fridge tags or additional information are required for the delivery, instead of scanning from the Home page, go to **Customers, scan** and select **+New Order**:



Once orders are created, tap **Jobs**.

1. To add a single delivery to a route, use the **Add to Route** button next to that task.
2. To multi-select, either tap **Select all**, or **long-press** the first task and then add subsequent tasks by tapping them.
3. Tap **Add to Route**
4. Tap **Select a route** to add task(s) to an existing route or tap **Create a new route**.



The jobs selected are now in **Routes**.

1. Tap **Start**
2. Once at the delivery location, tap **Arrived**.
3. Scan the package (optional; press **Skip** if you want to skip this step)
4. Select **Complete**, **Fail** or **Cancel**. You have options to add tags, an outcome note, take a photo, get a customer signature or record your own signature here.
5. Tap **Deliver Package**
6. Tap **Go to Routes** to view the next delivery in the list
7. Once all deliveries are attempted, tap **Finish Route**

