

Delivery Drivers

Introduction:

A new option is now available on Touch v10.0.038 and above to set up charge sheets for delivery drivers. A new delivery driver setting has been added to the charge sheet settings to set the charge sheets that will be set for delivery drivers. Orders from other charge sheet can be easily assigned to drivers and a new screen has been designed to track each drivers orders with options to print bills and pay off multiple orders in one go.

Charge Sheet Setting:

The screen below highlights new tick box setting used to set as a Delivery Driver change sheet. The title in the example below is set to DRIVER 1 but can be set as a drivers name.

The screenshot shows the 'Charge Sheet Configuration' window. At the top, the 'Charge Number' is set to 4, the 'Title' is 'DRIVER 1', 'Numbers of sheets' is 20, 'Reference lines' is 9, and 'Compulsory ref lines' is 0. Below these are four tabs: 'Controls', 'Bookings', 'Receipt Comments', and 'Reference Prompts'. The 'Controls' tab is active, showing several checkboxes: 'Compulsory Final Receipt', 'Receipt On Entry', 'Allow End Of Day', 'Store with No Items', 'Signature On Receipt', 'Use Covers', 'Final Receipt (Document)', 'Link Customer Database', 'Use Seat Numbers', and 'Delivery Driver' (which is checked and highlighted with a red box). There is also a 'Compulsory Cover Charge' section with a 'PLU' field. At the bottom are four buttons: 'Clear ALL current data', 'Sheet Details', 'Save', and 'Abort'.

It is also recommended to set the number of reference lines to 9 and tick Show in Grid for each reference line as shown below. This will then display the name and address details in the drivers delivery screen.

This screenshot shows the same 'Charge Sheet Configuration' window, but with the 'Reference Prompts' tab selected. The 'Show in Grid' section is visible, showing a list of 9 reference lines (Line #1 to Line #9) with checkboxes next to them, all of which are checked. The 'Delivery Driver' checkbox from the previous screenshot is still visible and checked. The bottom buttons remain the same.

Button Commands:

X*DELIVERIES – X=Charge sheet number used for each driver, a button is required for each driver, E.G, 4*DELIVERIES, 5*DELIVERIES etc

ASSIGN DRIVER – Used to assign on order to a driver

Drivers Menu:

To keep the sales screen tidy when multiple drivers are in use a menu can be setup like the example below to be able to access multiple driver screens from a single button.

Option	Menu Item	Driver
Option 1	4*DELIVERIES	DRIVER 1
Option 2	5*DELIVERIES	DRIVER 2
Option 3	6*DELIVERIES	DRIVER 3
Option 4		
Option 5		
Option 6		
Option 7		
Option 8		
Option 9		
Option 10		
Option 11		
Option 12		
Option 13		
Option 14		
Option 15		
Option 16		

Assigning Orders to Drivers:

The idea is to take the initial order on a delivery charge sheet and store the order so it prints to the remote printers in the kitchen. Orders can be taken using the Skoop integration, caller id or manually over the phone.

To assign the order to a driver open the charge sheet with the delivery orders and select the order to be assigned to a driver

Name / Number	Reference	Items	Balance
1	Jon Rogan 5 St James Court East Ormerod St Accrington Bb5 0dw	4	6.50
2	Ankit Pandya 29 Lindsey Steet Epping Essex Cm166rb	4	6.50
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

With the required delivery order open in the sales grid press the ASSIGN DRIVER button and select the driver to assign the order to. The order will then get stored to the next available sheet on the charge sheet for the selected driver.



Drivers Deliveries Screen:

Screen below is accessed using the X*DELIVERIES button command and will display the orders assigned to that driver.

Each order will display the total amount to be paid. If an order has been paid for using the DEPOSIT TAKEN command to take a card payment over the phone or a Skoop online order paid for on the app the total amount for that order will be 0.00. Any orders with a positive total amount it is assumed that cash will be collected by the driver.

The select tick box on the left hand side is used to select which orders to include for the action taken in the screen. The example below the Select All button has been pressed to select all 3 orders. Notice the Total Cash figure below shows £10 which is the total amount of cash that will be collected by the driver. The idea is to be able to instantly see how much cash is expected from each driver.



The Print Bill button can be used to print requested bills for the selected orders, if select all is used a requested bill will print for every order.

The Delivered button is used to finalise the orders when the driver comes back to hand over any cash collected. Select the orders to be completed in the driver delivery screen and press the Delivered button and each order will automatically get finalised using the cash tender for the payment is there is an outstand amount on the order.

CES Touch - Version 10.0.038 User: CES Software MM Testing

001 M 01 11/11/2020 14:49 ADMIN Items: 3 DRIVER 1: 1 Michael Morris Remote 1: OFFLINE

Total Due **£6.50** **Balance** **£6.50**

0.00

Completing Order # 1

4 5 6

1 2 3

0 00 Clear

POST TO ROOM

Skoop Rewards

Tender #4

SKOOP GIFTCARD

Cards

Cash

Total Tendered **£0.00**

Note: It is very important when using the Delivered function to pay off orders that nothing requires user interaction for orders to complete.

The setting below should be set to 1 second, so no user interaction is needed to complete the next orders.

Section : Sales Settings

Wait X Seconds before Auto Closing Sale 1

Make sure the back office setting to Print Receipt after Each Transaction is not set to Optional so the screen below will not show where user interaction would be required.

Sales Receipts

1 x Print Receipt

Print Document

Continue

Version 10.0.044 Updates:

The Delivery Drivers system has been updated in v10.0.044 to track the delivery charges for each driver and can also calculate delivery charges by mileage, (link below for delivery charge by mileage).

<https://forum.cessoftware.co.uk/download/file.php?id=601>

Delivery Charge PLU:

The PLU used for Delivery Charge needs to have the Delivery Charge PLU setting ticked. This is used to show the current delivery total on the Drivers Delivery screens.

The screenshot shows the 'Product Items' interface. The 'PLU' field is set to '401001'. The 'Profile' tab is selected, and the 'Options' sub-tab is active. In the 'Options' section, the 'Delivery Charge PLU' checkbox is checked. Other options like 'Stop', 'Discontinued', 'PLU is a Ghost Item', 'Non Stock Product', 'Weighable Item', 'PLU is a Recipe', 'Exclude from locally sale total', 'Sell as a Condiment', 'Voucher Product', 'Voucher linked to Account', 'Produce Voucher Ticket', 'Request Voucher Serial No.', 'Expiry Dates', 'Zero Priced Item', 'Exclude from Skoop upload', and 'Hide for Skoop Upload' are also visible but unchecked.

Updated Drivers Screen:

Below is the updated Drivers Delivery screen which now shows the delivery charge for each order and a Total Delivery Charge under the Total Amount. There is also a new Print Report button at the bottom of the screen.

Total Amount: - This is the total amount outstanding that needs to be collected by drivers when dropping off deliveries, this figure includes delivery charges.

Total Delivery Charge: - This is a running total of delivery charges for the orders displayed in the grid.

The screenshot shows the 'Deliveries of DRIVER 1' screen. It features a table with columns: Select, Order, Reference, Items, Total Amount, and Del Charge. There are three orders listed. At the bottom, there are buttons for 'Select All', 'Deselect All', 'Delivered', 'Total Amount: 17.50', 'Total Delivery Charge: 11.00', 'Print Report', 'Print Bill', and 'Close'. Navigation buttons 'Page Up', 'Up', 'Down', and 'Page Down' are also present on the right side.

Select	Order	Reference	Items	Total Amount	Del Charge
<input checked="" type="checkbox"/>	1	Michael Morris 39 Lindsey Street Epping Essex Cm166rb 01992574645	10	17.50	3.00
<input type="checkbox"/>	2	Ankit Pandya 29 Lindsey Steet Epping Essex Cm166rb	15	0.00	4.00
<input type="checkbox"/>	3	Jon Rogan 5 St James Court East Ormerod St	25	0.00	4.00

Select All Deselect All Total Amount: 17.50 Total Delivery Charge: 11.00 Print Bill Delivered Print Report Close

Print Report: - This is to produce a report for the delivery charges over a date range that will print on the receipt printer. This report reads data from the sales archives and will only include the current day once all order have been completed and the EOD has been run.

- Press the Print report button and calendar pop up to select the start and end date will appear, select the Start and end date and Press the OK button and the report will print to the receipt printer.
- See example report below showing a report for driver 1. This report will only print the delivery totals for the driver selected.

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CES TS SOFTWARE
39 Lindsey Street
Epping
Essex CM16 6RB
Phone: 01992 564645
Version: 10.0.044

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Delivery Charge Report
DRIVER 1

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From: 01/03/2021
To : 03/03/2021

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01/03/2021    7 Deliveries          25.00
02/03/2021    4 Deliveries          14.00
03/03/2021    3 Deliveries          11.00
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Total:                    50.00
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03/03/2021 13:00
ADMIN

CES TS Software
Demonstration Copy
Email: sales@cessoftware.com
www.cessoftware.com

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