

New Delivery Tool - Magaya® POD Mobile

View Maps and Collect Signatures

With Magaya POD Mobile application, delivery drivers can collect delivery information and customer signatures on wireless handheld units. The units show the list of deliveries for the day, cargo descriptions, addresses, and maps. Magaya POD Mobile works with all Magaya products (Magaya Cargo System, Magaya Supply Chain Solution, Magaya WMS, and Magaya Commerce System). The following will explain how to use the Magaya POD Mobile together with your Magaya product.

From the PC:

First set up the employees who will use the Magaya POD Mobile:

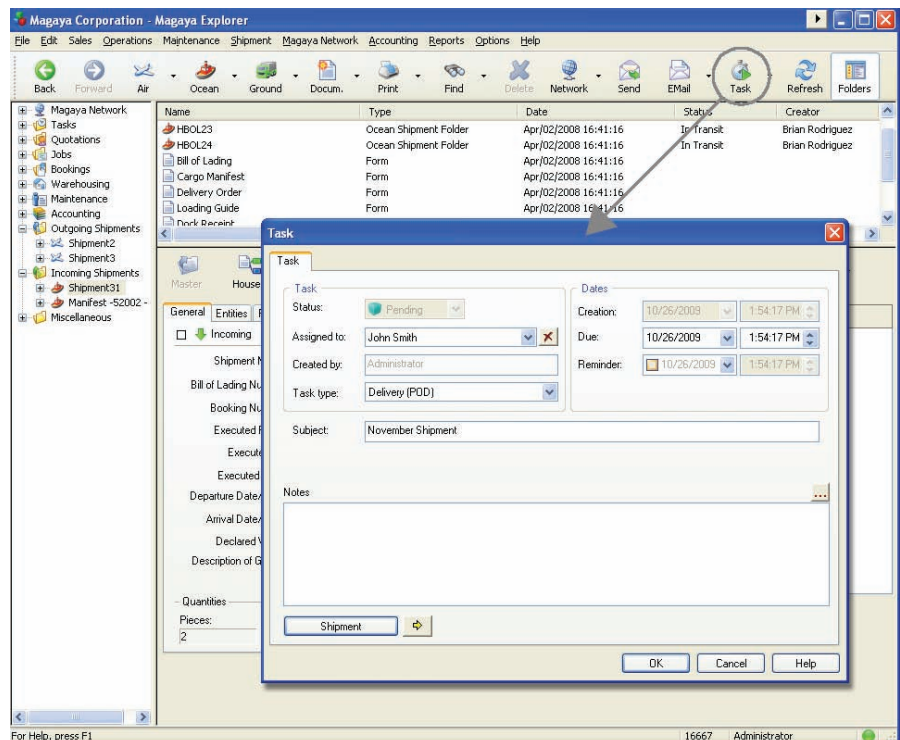
1. In Magaya Explorer, go to the Maintenance folder > Employees.
2. Open (or create) the employee profile and go to the User tab.
3. Click on the checkbox "Allow Magaya POD Mobile Access".

Create Tasks for the Magaya POD Mobile

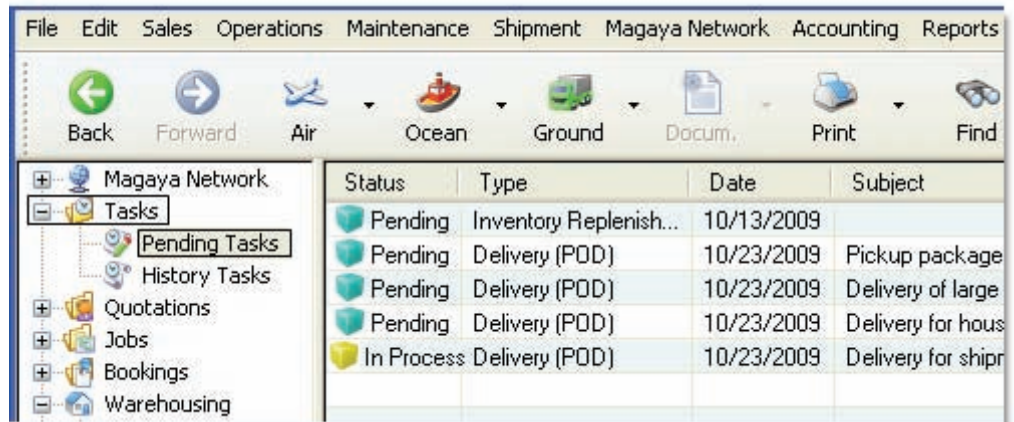
Delivery tasks for the Magaya POD Mobile are created using transactions in your Magaya Explorer that involve delivery such as a Cargo Release, a Pickup Order, or a Shipment. The delivery tasks can be retrieved by the handheld units from your Magaya database. Follow these steps to create the tasks:

1. In Magaya Explorer, click on the Tasks button from the document view of the Cargo Release, Pickup Order, or from the Shipment view.

- In the dialog box that opens, assign the task to an employee. (If not assigned, the tasks will be available for any employee to do.)
- Assign the Task Type as "Delivery (POD)".
- Enter the subject and due date. Notes and the reminder are optional.



To view the tasks at any time, go to the Tasks folder and select Pending Tasks. This list shows the status of the tasks. "In Process" means a driver has selected the task. When tasks are completed, they will appear in the History Tasks list.



From the Handheld Units:

Your Magaya POD Mobile handheld units automatically connect to your Magaya system and load all the pending tasks (orders) onto the units for drivers so they can load their trucks.

1. Driver Retrieves Tasks:

The driver reviews the tasks and locations for the day's deliveries.

1. Enter your user name and password to log in to the handheld unit.
2. Click on **Tasks** on the main menu. The Orders screen opens.
3. In the Orders list, select the orders you will deliver.
4. Click the **Accept** button.



2. Checking Addresses and Destinations:

To see the address and commodities description, select the order and click the **Details** button. To see the details of one item, select an item and click the **Item Details** button for more details. To see a map of the locations, click on the View Map link.

Order #: 7 [View Map](#)

Track #	Qty	Scanned
Patio barstools	5	0
Patio chairs	25	0
Patio bar	2	0
Patio tables	5	0

Delivery Address: Art Basel Gallery
18 Alton Road
Miami Beach FL
UNITED STATES

Magaya POD (Item Details)



3. Dispatching:

When you arrive at the customer's location, follow these steps to deliver (dispatch) the items:

1. Click on **Dispatch** on the main menu.
2. Select the order for the customer and click the **Dispatch** button in the Orders screen.
3. Scan the bar codes of the items in the Quantities screen. (You can also enter the quantity manually.) If a delivery is incomplete, you must enter a comment. Comments can be selected from a pre-set list or you can enter them manually.
4. Click the **Next** button in the completed orders screen. This will take you to the signature screen.

Note: If you click the Save button, the information will be saved and you can return to it later.

5. Ask the person receiving the package to sign the screen.
6. Click the **Finish** button.

Quantities

Enter the quantity of items.

Item
Patio chairs

Current Qty: 0

Total Qty: 25

Quantity: 25

Magaya POD (Quantity)

Proof of Delivery

37 of 37 items 10/28/2009

Name: Elaine Diaz

Signature: 

View Report

Magaya POD (Proof of Del...)

After the Deliveries are Done

When you return to the office (or warehouse), follow these steps to upload the delivery information into the Magaya database:

1. Click **Update** on the main menu. The list of orders opens.
2. Click the **Update** button in the orders list screen. This will update the Magaya system at your office with the delivery information on the handheld unit. The main menu of the handheld unit will be cleared of the orders completed.

The updated information will be visible in the History Tasks list and in the POD tab of the related transactions (Cargo Release, Pickup Order, or Shipment) in Magaya Explorer. The signature can be printed.

The information and the signature will also be available for the customer to view in two ways: In an email with a Magaya Transaction Tracking link; or online via Magaya LiveTrack. Double-click on the transaction in Magaya LiveTrack to see the details, including the signature:

Cargo Release # 7

Back Home Forward View Print Close

HWC Cargo Company 8725 NW 18 Terrace Miami, FL 33172 UNITED STATES		Cargo Release Number: 7 Release Date/Time: Jul/17/2009 02:51 PM Released By: Ilene Taylor Status: Delivered					
Released To Art Basel Gallery 18 Alton Road Miami Beach, FL UNITED STATES		Inland Carrier Information Carrier Name: Anderson & Sons Trucking Co PRO Number: 3454 Tracking Number: Driver Name: Driver License:					
Notes		Applicable Charges Ground Freight Service USD 850.00 Storage Fee MXN 31534.19 Storage Fee MXN 728896.99					
Pcs	WHR #	Dimensions	Package	Description	Weight	Volume	Vol. Weight
5	42	65.00x40.00x40.00in	Box	Patio barstools	70.00 lb	300.93 ft3	3132.53 vlb
2	42	57.00x33.00x55.00in		Patio bar	90.00 lb	119.74 ft3	1246.45 vlb
25	43	45.00x55.00x12.00in	Box	Patio chairs	300.00 lb	429.69 ft3	4472.89 vlb
5	43	87.00x45.00x28.00in	Box	Patio tables	225.00 lb	317.19 ft3	3301.81 vlb
TOTAL					37	685.00 lb	12153.68 vlb
						310.71 kg	

POD Information

Date/Time	Received By	Comments
Oct/28/2009 03:39 PM	Elaine Diaz 	

Tracking Details

Date/Time	Event	Operation	Location	Details
Jun/29/2009 09:02 AM	Picked up	Pickup Order : 19		
Jun/29/2009 09:03 AM	Arrived at warehouse	Warehouse Receipt : 42		
Jun/29/2009 10:41 AM	Picked up	Pickup Order : 20		
Jun/29/2009 10:42 AM	Arrived at warehouse	Warehouse Receipt : 43		
Jun/29/2009 01:02 PM	Cargo has been picked	Pickup Order : 19	Mexico City	