



Your Intelligent Routing Assistant

Web Admin User Guide

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24

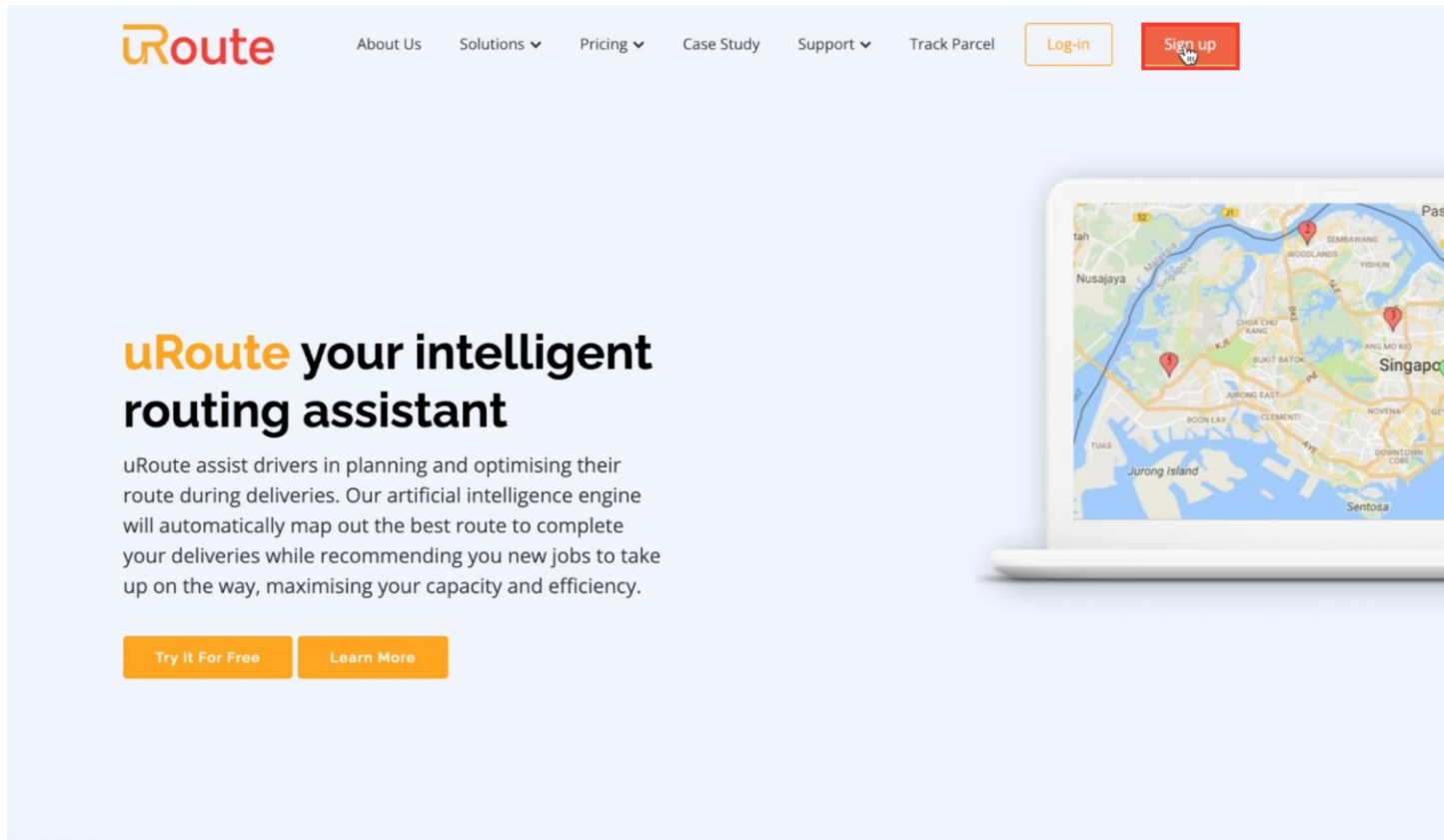
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Setting up Profile



New Users

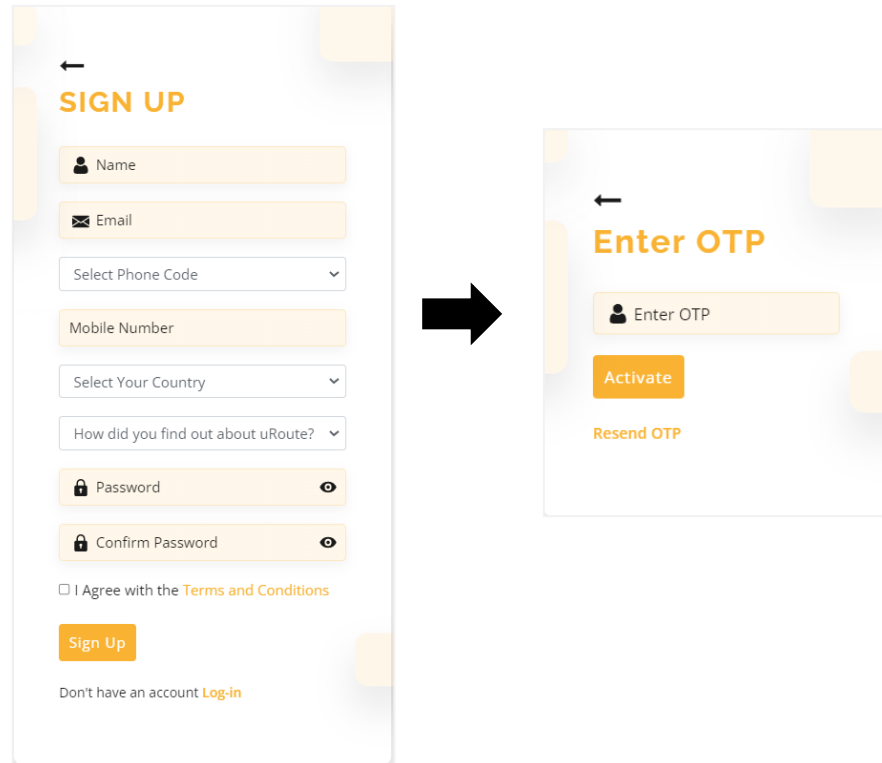
Go to www.uroute.co

Click on '**Sign up**' on the top right-hand corner.

Existing Users

Click on '**Log-in**' and enter registered email and password.

Setting up Profile



←

SIGN UP

Name

Email

Select Phone Code

Mobile Number

Select Your Country

How did you find out about uRoute?

Password

Confirm Password

☐ I Agree with the [Terms and Conditions](#)

Sign Up

Don't have an account [Log-in](#)

←

Enter OTP

Enter OTP

Activate

[Resend OTP](#)

New Users

Fill in the necessary details to create an account.

Do note that the Mobile number created will determine the country shown in delivery system. E.g. If it is a Singapore number, delivery system will be set for Singapore.

Setting up Profile

My Profile Home > My Profile

* Indicates mandatory fields

Name *

Bob

Email *

xinyu@up

Company Name *

Company Name

Company Contact Number *

+65 123456789

Reference Number

Reference Number

Country *

Singapore

Address * ⓘ

Address

Postal Code *

Postal Code

Unit Number

Unit Number (optional)

Use As Default Address

☐

Save

Profile Image

Company Logo

After Login:

1. **Update** profile
2. **Fill in** Company Name, Company Contact Number, Country, Address and Postal Code and click **“Save”**
3. **Add company logo** so that the waybill generated from uRoute will show your logo

Subscription Plans

Route

Expires: 4:11 PM

My Subscription [Home](#) > [My Subscription](#) [Subscription History](#)

Subscription Details

Professional Plan: Free for a limited time	Drivers
Base:	10
Additional Agents (Professional Plan):	19
Total No. of Drivers (Base + Additional):	29

Enterprise Plan
Contact Sales
sales@uroute.co
Unlimited Drivers

Navigate to **'My Subscription'**

All new registered account will be on the Professional Plan.

To add more drivers and unlock exclusive features, you'll need to upgrade your plan. See all our plans [here](#).

Subscription Plans

Contact Us

Name

Bob

Email

Email

Email address is required and cannot be empty

Contact Number

Contact Number

Company contact is required and cannot be empty

Message

Message

Submit

To switch to **Enterprise Plan**, click on get started on the enterprise plan.

Fill in your details and any information you would like us to know, then click **“Submit”**

Our sales team will get in touch with you shortly. Fully customise a routing solution for your business!

Address Book

Route

PROFESSIONAL PLAN

Dashboard

Map View

Deliveries

Collection

Manage Delivery List

Delivery History

My Subscription

Address Book

Account Setup

Settings

Contact Us

Address Book

Home > Address Book

* Indicates mandatory fields

Name

Contact

+65

Address

Email

Save Address

Clear

Suggested Address

Show 10 entries

Search

Name	Contact	Address	Email	Action
Bob	+65-12345678	121 Tampines Street 12, 121510,		<div><div></div><div></div></div>
Ah Huat	+65-13148888	11 Woodlands Close, 737854, #01-1,	Singapore	<div><div></div><div></div></div>

Showing 1 to 2 of 2 entries

Previous

1

Next

Under **Address Book**, you Can **add** your favourite addresses to auto-populate them when you assign deliveries

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Route

Add Drivers

PROFESSIONAL PLAN

- Dashboard
- Map View
- Deliveries
- Collection
- Manage Delivery List
- Delivery History
- My Subscription
- Address Book
- Account Setup
- My Drivers**
- Region Assignment
- Parcel size
- Pickup Time
- Settings
- Contact Us

My Drivers

Expires: 4:11 PM

Name Email Contact Number

Status Month Year

Select Status Select Month 2023

Job Counter Job CSV file

Search Add Driver Bulk Add Driver Region Assignment

Show 10 entries Search:

Name	Email	Contact Number	Reference Number	Status	Job Type	Region Assignment	Avg. Rating	Action
tom4		NA	12345	Active	Full Time	No	0 View All	View Edit Statement

Navigate to ‘My Drivers’ tab.

You need to add at least 1 driver before you can assign deliveries. Click on “**Add Driver**” to start.

You can also **View/Edit** their details, and check their Job **Statement**.

Add Drivers

Register Driver

Home > Register Driver

* Indicates mandatory fields

Name *

Email


Country

Singapore

Contact Number *

+65

Reference Number



After you click on '**Add Driver**', remember to **Upload Profile Image** of your driver.

Enter all your driver's details accordingly. The email keyed in here will be their **login email**.

After that, your driver needs to **Download the uRoute App** (Available on Android/IOS) and log-in to view deliveries assigned.

The default **password** for your driver is "**12345**". Inform your driver about their login credentials.


Add Drivers

Search

Add Driver

Bulk Add Driver

Region Assignment

 Upload details by excel file for multiple drivers:


Choose File

No file chosen

Allowed file extensions: *.xls and *.xlsx file only

Upload Excel

Download Sample:

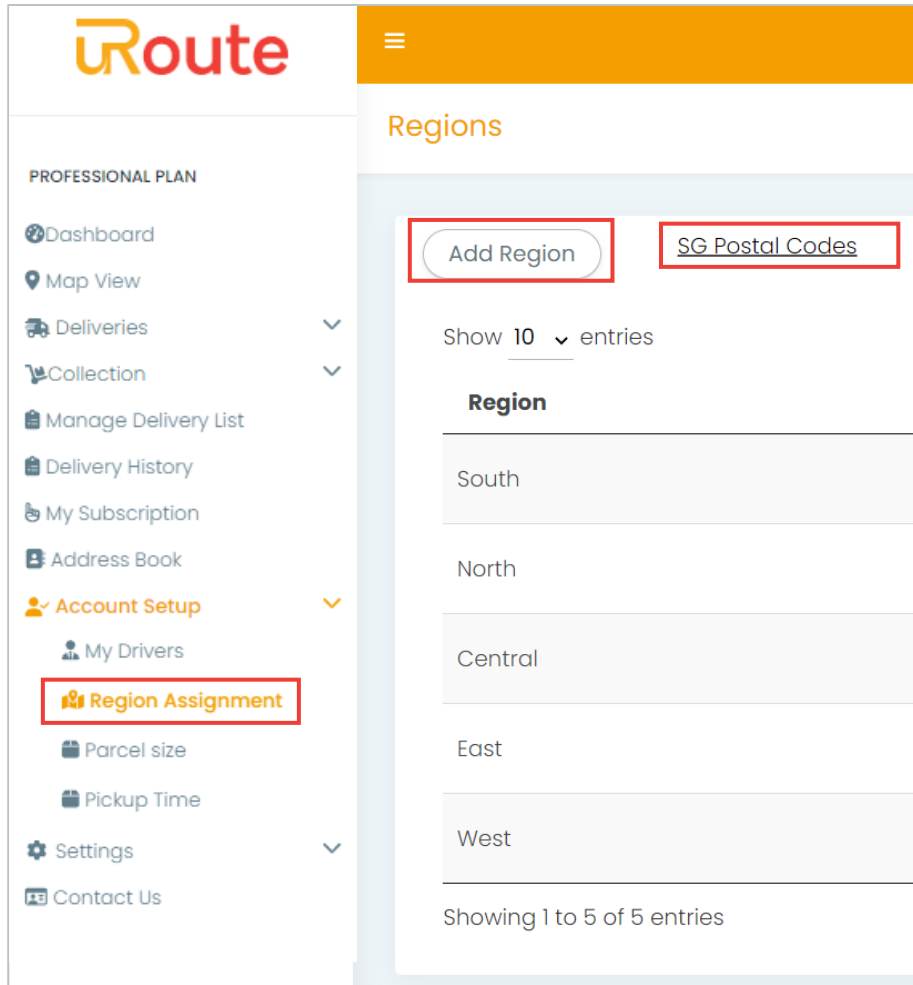


Sample.xlsx

If you have more than 1 driver to manage, you can use the **Bulk Add Driver** button to bulk upload your drivers' details.

This is only available to users under **Professional Plan or Enterprise Plan**. Simply **download** the sample excel and edit the fields accordingly.

Region Assignment



Navigate to **Account Setup > Region Assignment** to create region pre-sets to assign jobs to drivers based on region.

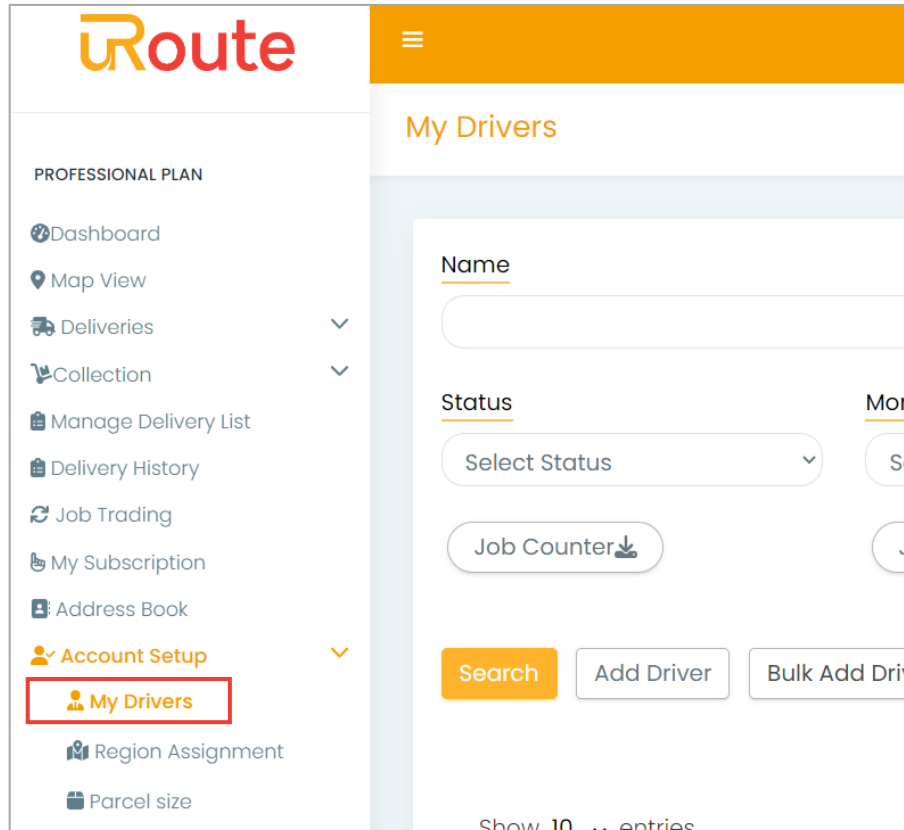
You can click on **SG Postal Codes** and download it for your ref.

Click on **Add Region**.

Add regions: Example; North, South, East and West.

Only enter initial 2 digits of the postal codes as shown in the SG Postal Codes List.

Region Assignment



Navigate to **Account Setup > My Drivers**

Click **Edit** on the Driver you would like to assign regions to.

Region Assignment

Delivery History										
My Subscription										
Address Book										
Account Setup										
My Drivers										
Region Assignment										

Name	Email	Contact Number	Reference Number	Status	Job Type	Region Assignment	Avg. Rating	Action
tom4		NA	12345	Active	Full Time	No	0 View All	View Edit Statement
tom3		NA	12345	Active	Full Time	No	0 View All	View Edit Statement

Click **Account Setup > My Drivers**
Then click **Edit**

Region Assignment

☒

Region Details

Add Region

Region
South

Days
All days selected

Click **Add Region**, then **select the particular region and days** to assign to your driver.

Parcel Size

PROFESSIONAL PLAN

Dashboard

Map View

Deliveries

Collection

Manage Delivery List

Delivery History

My Subscription

Address Book

Account Setup

My Drivers

Region Assignment

Parcel size

Pickup Time

Settings

Contact Us

Route

Expires: 12:43 AM

Parcel Size

Home > Parcel Size

Add Parcel Size

Show 10 entries

Search:

Parcel Size Name	Volume (cm³)	Weight (KG)	Status	Created On	Action
<80 cm (H+L+W) & max 5kg	80	5	Active	05.08.2019	Edit
<100 cm (H+L+W) & max 8kg	100	8	Active	05.08.2019	Edit
<120 cm (H+L+W) & max 10kg	120	10	Active	05.08.2019	Edit
<140cm (H+L+W) & max 15kg	140	15	Active	05.08.2019	Edit
<200 cm (H+L+W) & max 25kg	200	25	Active	05.08.2019	Edit
<160 cm (H+L+W) & max 20kg	160	20	Active	05.08.2019	Edit
<60 cm (H+L+W) & max 1kg	60	1	Active	10.06.2019	Edit
10 Ft Lorry (Open)	10	700	Inactive	05.08.2019	Edit
2.4m Full Van Load	10	500	Inactive	05.08.2019	Edit
14 Ft Lorry (Open)	10	900	Inactive	05.08.2019	Edit

Showing 1 to 10 of 14 entries

Previous12Next

Under Parcel Size, you can set your own custom parcel sizes. Tap on **Add Parcel Size** to configure.

Parcel Size

Add Parcel Size

[Home](#) > Add Parcel Size

* Indicates mandatory fields

Name *

Volume *

Weight *

Save

Cancel

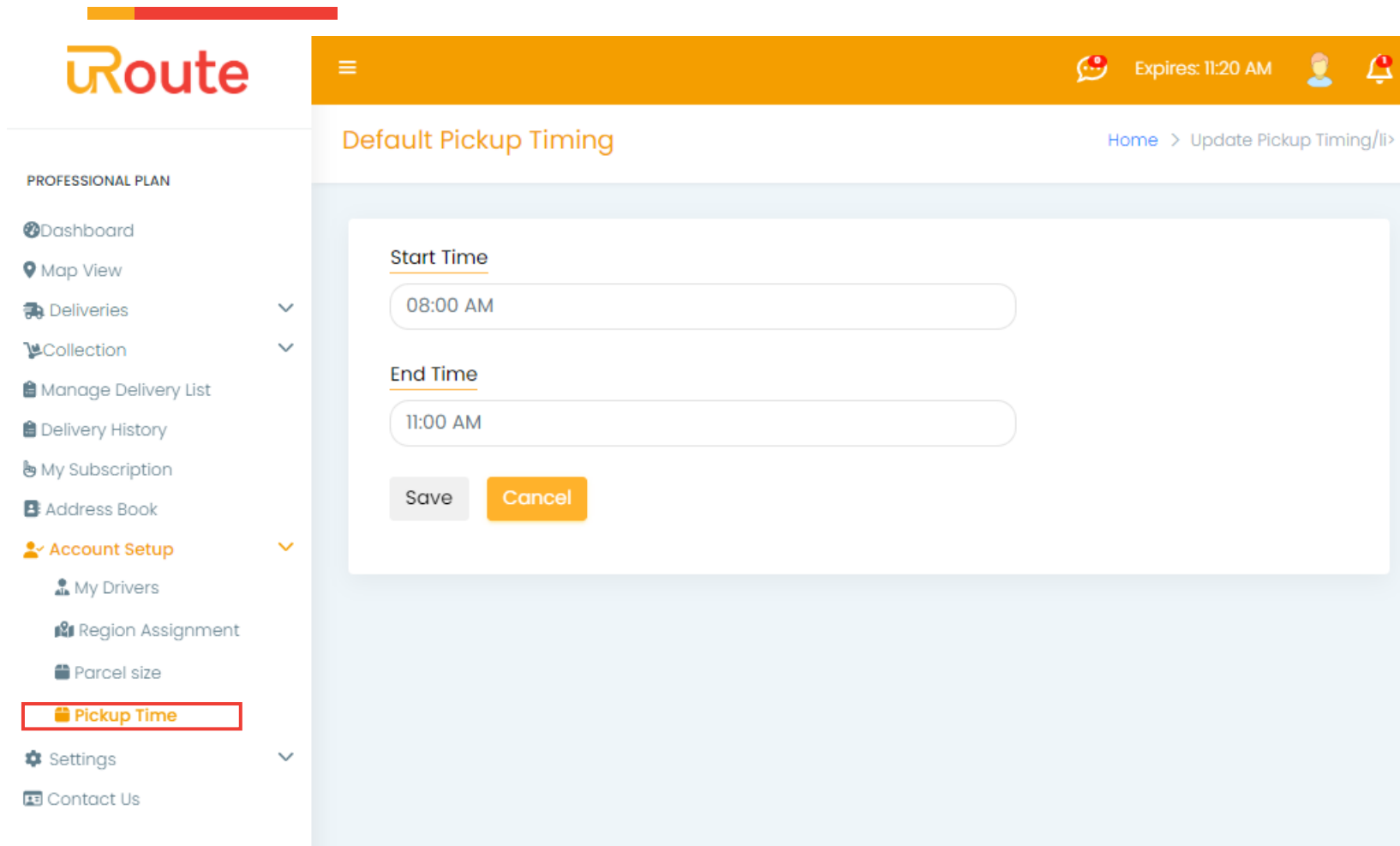
Fill in the details accordingly

Name – Parcel Size Name

Volume – measured in cm^3

Weight – measured in KG

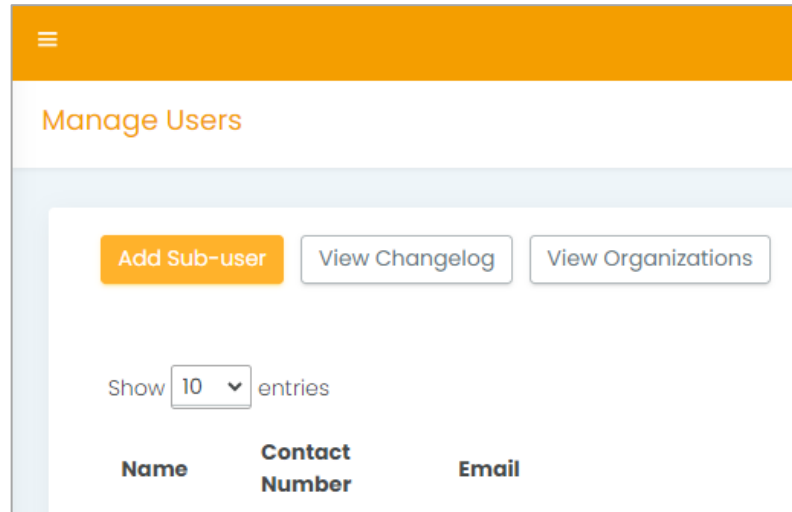
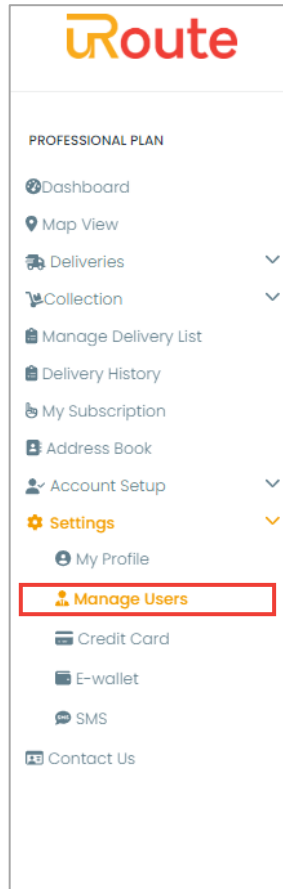
Pickup Time



The screenshot shows the URoute web application interface. On the left is a sidebar with a 'PROFESSIONAL PLAN' header and a list of navigation items: Dashboard, Map View, Deliveries, Collection, Manage Delivery List, Delivery History, My Subscription, Address Book, Account Setup (highlighted with a red box), My Drivers, Region Assignment, Parcel size, Pickup Time (highlighted with a red box), Settings, and Contact Us. The main content area has an orange header bar with a menu icon, a chat icon, 'Expires: 11:20 AM', a user profile icon, and a notification bell icon. Below the header, the page title is 'Default Pickup Timing' with a breadcrumb trail 'Home > Update Pickup Timing/li>'. The main content area contains a white box with two dropdown menus: 'Start Time' (set to 08:00 AM) and 'End Time' (set to 11:00 AM). At the bottom of this box are 'Save' and 'Cancel' buttons.

Under **Pickup Time**, you can set your own default pickup timing by selecting from the dropdown-list. Click on **Save**.

Manage Users > Add Sub-user



Navigate to **Settings > Manage Users** and click on the 'Add Sub-user' button.

There are 3 types of sub-users and its various roles:

1. Manager

- Full access to all information under main account.
- Can add contacts, upload deliveries and edit job information.
- Can assign drivers to deliveries and edit driver information.

2. Customer

- Full access to deliveries made under its organization only. Unable to view bookings from another organization.
- Can add addresses, upload deliveries and update job information.

3. Customer Support Officer

- Full access to all information under main account.
- Can assign drivers to deliveries and edit driver information.

Manage Users > Add Sub-user

Expires: 6:58 PM

Add Sub-user

* Indicates mandatory fields

Name *

Email *

Contact Number (Optional)

+65

Role *

Customer

- Full access to deliveries made under organization below.
- Can add addresses, upload deliveries and update job information.

Organization *

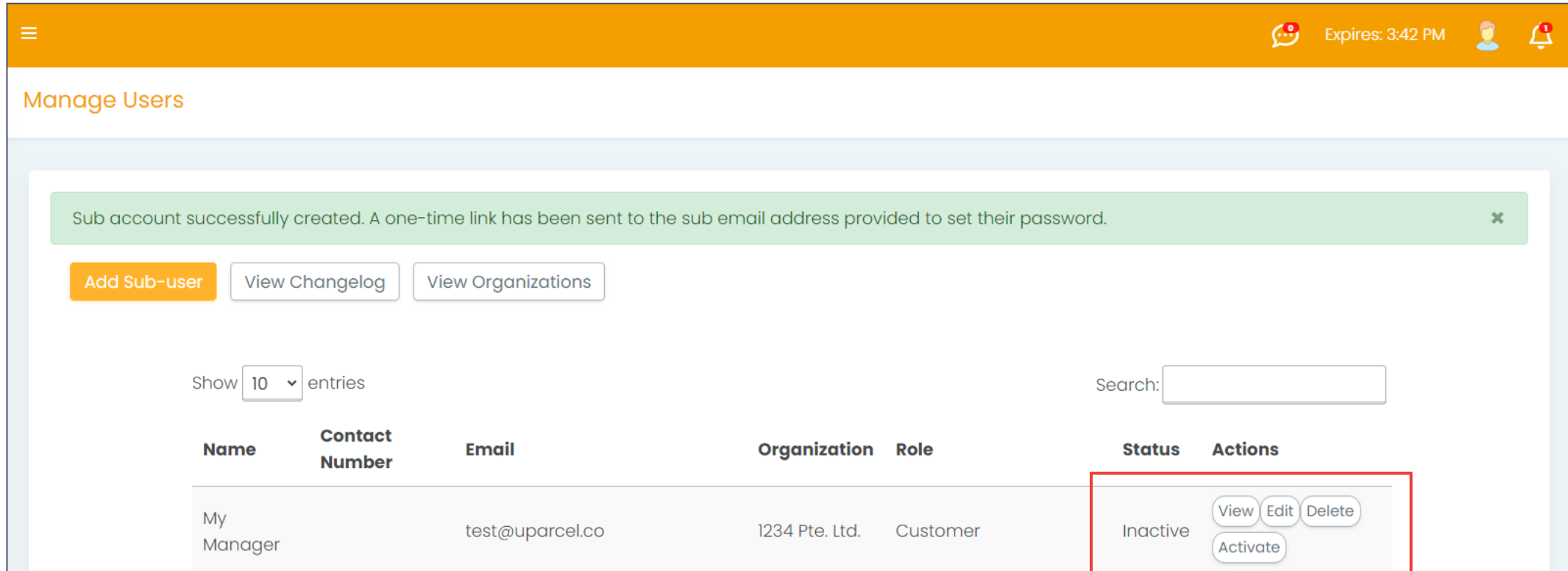
Select An Organization

Back Save

*Take note that each role has different level of access. Please read the various access level details before selecting the intended role for your sub-user accordingly.

Fill in the details and select the intended Role for the sub-user. Click on **Save**.

Manage Users > Add Sub-user



The screenshot shows the 'Manage Users' interface. At the top, there's an orange header bar with a menu icon, a chat icon, 'Expires: 3:42 PM', a user profile icon, and a notification icon. Below the header, the page title 'Manage Users' is displayed. A green success message states: 'Sub account successfully created. A one-time link has been sent to the sub email address provided to set their password.' Below this message are three buttons: 'Add Sub-user' (orange), 'View Changelog', and 'View Organizations'. Further down, there's a 'Show 10 entries' dropdown and a 'Search:' input field. A table lists the sub-users with columns: Name, Contact Number, Email, Organization, Role, Status, and Actions. The first row shows a sub-user named 'My Manager' with email 'test@uparcel.co', organization '1234 Pte. Ltd.', and role 'Customer'. The 'Status' is 'Inactive', and the 'Actions' column contains buttons for 'View', 'Edit', 'Delete', and 'Activate'. The 'Actions' column for the first row is highlighted with a red box.

Name	Contact Number	Email	Organization	Role	Status	Actions
My Manager		test@uparcel.co	1234 Pte. Ltd.	Customer	Inactive	<button>View</button> <button>Edit</button> <button>Delete</button> <button>Activate</button>

The newly added sub-user details will be displayed on the Manage Users page. The sub-user needs to activate the account by **clicking on the link** sent to the registered email address. Alternatively, the main user account can **activate** the sub-user account directly from the Manage Users page. There is also an 'Edit' & a 'Delete' button to edit or delete the sub-user account.

Manage Users > View Changelog

Expires: 3:26 PM

Changelog

Filters:

Select User

Select Date

CSV Changelog

Job Creation

Job Cancellation

Job Edited

Driver Assignment

User

Parcel Size Create

Parcel Size Edit

Parcel Size Delete

Show 10 entries

Search:

Change	Type	Date	Time	Registered By	Actions
Parcel Size Created: 150 CM MAX 15KG	Parcel Size Create	26 Oct 2023	04:45 PM	Kukuu	Delete
Delete Driver: Example4	User	21 Sep 2023	05:58 PM	Kukuu	Delete
Add Driver: Example4	User	21 Sep 2023	05:55 PM	Kikki	Delete
Job Created: 9KWSDS	Job Creation	21 Sep 2023	05:44 PM	Customer1	Delete

Showing 1 to 9 of 9 entries

Previous

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Next

‘View Changelog’ function is meant for the main account users to check on the updates that were made by the sub-users.

Select the appropriate filter for an accurate search.

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Manage Users > View Organization

Organizations

Add Organization

Show 10 entries

Search:

Organization Name	Status	Created On	Modified on	Actions
1234 Pte. Ltd.	Active	21 Sep 2023	21 Sep 2023	Edit

Showing 1 to 1 of 1 entries

Previous 1 Next

*The Organization name refers to the company where the customer is from.

‘View Organization’ function is meant for the main user account to add a new organization for the Customer.

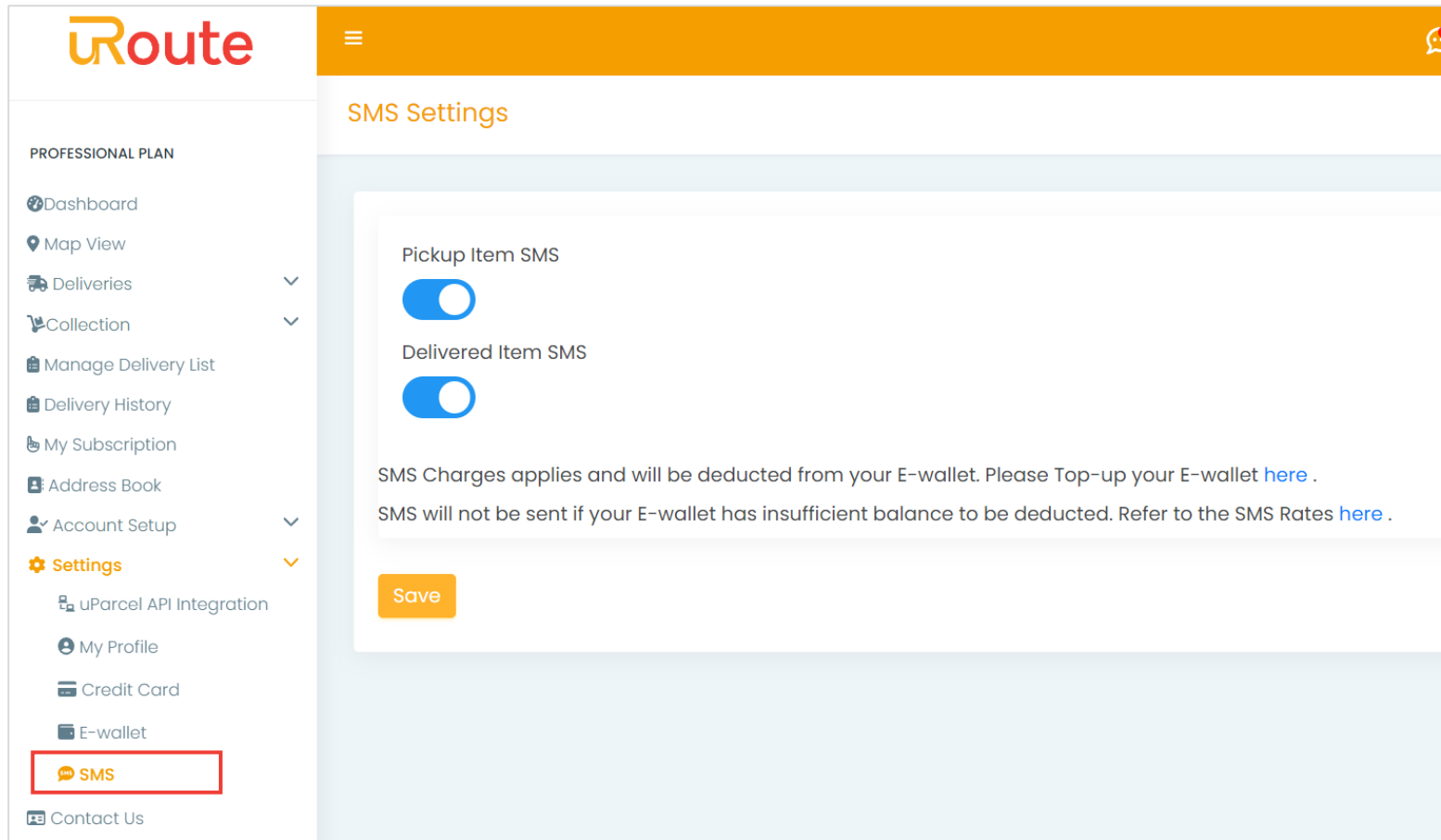
Create New Organization

Organization Name *

Cancel Confirm

Click on ‘Add Organization’ button, fill in the organization name and click on ‘Confirm’ button.

SMS Settings



Under Settings > SMS

You can toggle on/off SMS for Pickup and Delivered Item

SMS will be sent when pickup/delivery is completed.

SMS charges applies and will be deducted from your e-wallet See the rates [here](#).

Assign Delivery

uRoute

Expires: 109 PM

Assign Delivery
Assign your deliveries here

Home > Assign Delivery

PROFESSIONAL PLAN

- Dashboard
- Map View
- Deliveries**
- Assign Delivery
- Bulk Upload
- Collection
- Manage Delivery List
- Delivery History
- My Subscription
- Address Book
- Account Setup
- Settings
- Contact Us

1 Pickup Details

2 Parcel Selection

3 Confirm Request

Pickup Details

* Indicates mandatory fields

Contact Person :

Phone Number

+65

Pickup Location ?

[Add Location](#)

Vehicle Mode Required: ?

☒ All ☐ Van ☐ Lorry ☐ Car ☐ Motorbike

Delivery Mode

☐ Region ☒ All My ☐ Specific ☐ uParcel

Select From Favorite Addresses

Search

Or you can add new by clicking here

Click **Deliveries > Assign Delivery**

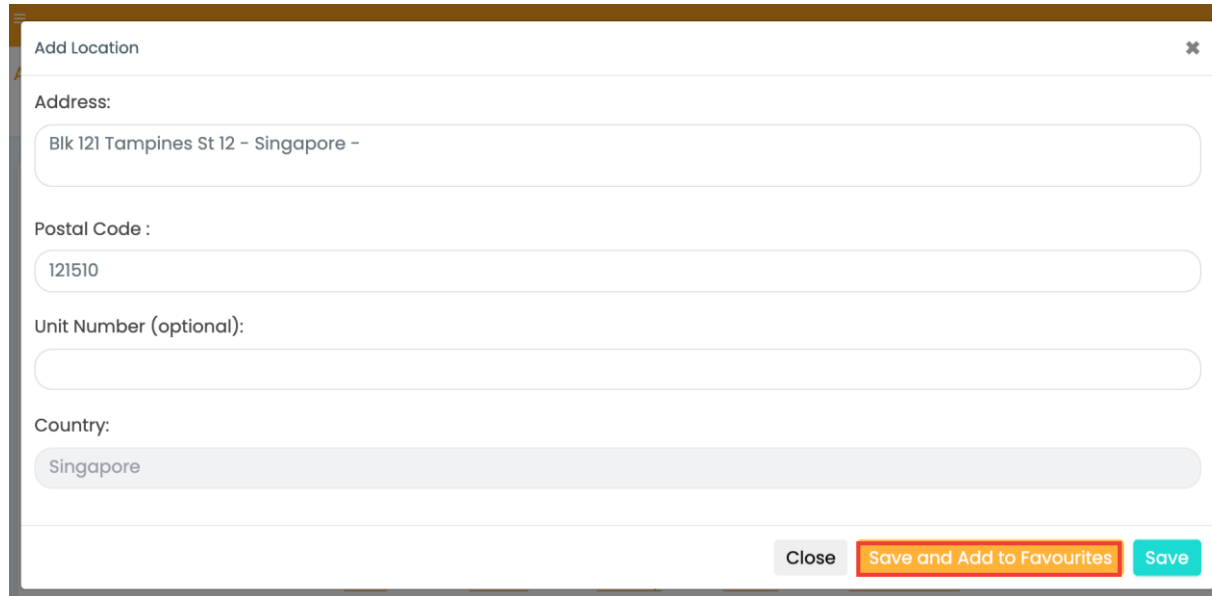
Under Pickup Details, Fill in sender details

Note that the process for assigning collection is the same for delivery

Delivery Mode – Choose between Region Assignment, All Drivers or Specific Drivers.

Outsourcing jobs to uParcel will require uParcel API to be set up first in settings.

Assign Delivery



The screenshot shows a web form titled "Add Location" with a close button (X) in the top right corner. The form contains the following fields:

- Address:** A text input field containing "Blk 121 Tampines St 12 - Singapore -".
- Postal Code :** A text input field containing "121510".
- Unit Number (optional):** An empty text input field.
- Country:** A dropdown menu with "Singapore" selected.

At the bottom right of the form, there are three buttons: "Close" (grey), "Save and Add to Favourites" (orange), and "Save" (teal).

Customers can choose to fill up the postal code and let the system fill up the address or manually key in the address.

Fill in and click **“Save and Add to Favourites”** to save the addresses to favourites for future pick up and drop off.

Assign Delivery

Delivery Mode

☐ Region
Assign
Drivers ?

☐ All My
Drivers ?

☒ Specific
Driver ?

☐ uParcel
Drivers ?

Select Driver :

Customers can Assign jobs to Specific Drivers.

- **Fill in** pickup details as normal.
- Select a **Specific Driver**.
- **Choose a driver** from drop-down menu.

Assign Delivery

Parcel Selection

* Indicates mandatory fields

Receiver Name :

Receiver Phone :

Receiver Email:

Drop Off Location: ?

Add Location

Add Attachment:

No file chosen

Select Parcel Size:

Select From Favorite Addresses

Or you can add new by clicking here

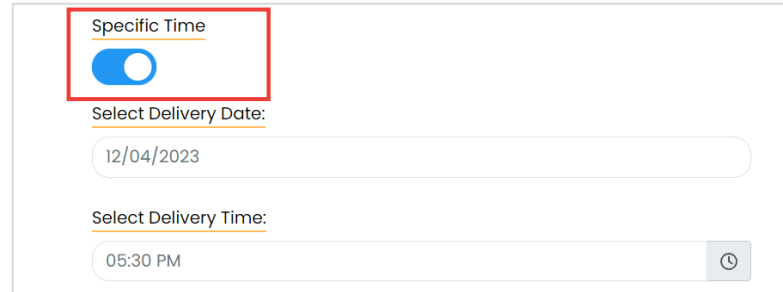
Step 2 - Parcel Selection

Fill in drop off details and select delivery type and click **Next**.

Add Attachment - Upload a pdf file if you need the driver to view from his app

Select Parcel Size - To select appropriate size so that your driver is informed in his app.
(You may setup your custom parcel sizes under Account Setup > Parcel Size)

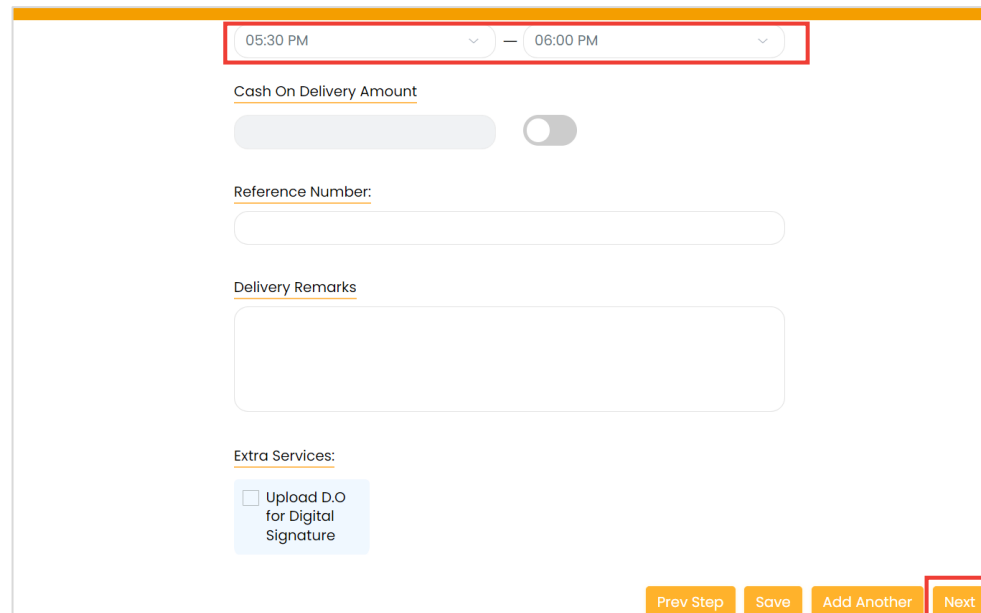
Assign Delivery



Specific Time ☒

Select Delivery Date:
12/04/2023

Select Delivery Time:
05:30 PM



05:30 PM — 06:00 PM

Cash On Delivery Amount ☐

Reference Number:

Delivery Remarks

Extra Services:
☐ Upload D.O for Digital Signature

Prev Step Save Add Another Next

Step 2 - Parcel Selection

Toggle on Specific Time if your customer requires a delivery at a specific timing.

Otherwise, you can keep the toggle off and set the drop off delivery time-frame as per normal

Assign Delivery

1

Pickup Details

2

Parcel Selection

3

Confirm Request

Confirm Request

Pickup Details

Sender	Pickup Location	Pickup Date Time	Delivery Mode	Details
Bob	Blk 121 Tampines St 12 - Singapore - 121510	08 Apr 10:00 AM-10:00 AM	Specific Driver	View

Parcels Details

Receiver	Drop Off Location	Drop Off Date Time	Details
Ah Huat	11 Woodlands Close - #01-1 - Singapore - 737854	08 Apr 10:00 AM-10:00 AM	View

Prev Step

Post Request

Do **review all information** to ensure that they are correct before posting delivery request.

Bulk Upload


The screenshot displays the 'Route' application interface. On the left is a sidebar with a 'PROFESSIONAL PLAN' header and a list of navigation items: Dashboard, Map View, Deliveries (highlighted with a dropdown arrow), Assign Delivery, Bulk Upload (highlighted with a red box), Collection (with a dropdown arrow), Manage Delivery List, Delivery History, My Subscription, Address Book, Account Setup (with a dropdown arrow), Settings (with a dropdown arrow), and Contact Us. The main content area has an orange header bar with a menu icon. Below it, the 'Upload Parcels' section is titled 'Assign your deliveries here'. A vertical sidebar on the left of the main content area shows two steps: '1 Order Details' and '2 Confirm Request'. The main content area is titled 'Parcel Selection' and contains a 'Delivery Mode' section with three radio buttons: 'Region Assign Drivers' (with a question mark icon), 'All My Drivers' (selected, with a question mark icon), and 'Specific Driver' (with a question mark icon). Below this is a section titled 'Upload details by excel file for multiple deliveries' which includes a large rectangular drop zone with the text 'Drag and drop a file here or click' and a question mark icon. Below the drop zone, it states 'Allowed file extensions: *.xls and *.xlsx file only' and features an orange button labeled 'Upload Jobs Excel' (highlighted with a red box). To the right of the drop zone is a 'Download Sample:' link with a green Excel icon and the text 'Sample.xlsx' (highlighted with a red box).

For bulk upload, go to **Deliveries** > **Bulk Upload**.

You can use the sample excel to fill in delivery details and select your desired delivery mode.

By choosing Specific Drivers, you can assign all jobs to a specific driver

Manage Delivery



PROFESSIONAL PLAN

- Dashboard
- Map View
- Deliveries
- Collection
- Manage Delivery List**
- Delivery History
- My Subscription
- Address Book
- Account Setup
- Settings
- Contact Us

Expires: 11:53 PM

From Pickup Date
From pickup date

To Pickup Date
To pickup date

Download Deliveries

Search

☐ Select All

Cancel Selected Order(s)

Swap/Assign Driver

Delete Selected Draft Order(s)

Show 10 entries

Search:

	Pickup Date	Tracking Code	Receiver	Pickup	Drop Off	Driver	Status	Detail
<input type="checkbox"/>	31 Mar 08:00 AM- 12:00 PM	F7J5JY	Ah Huat +65 13148888	Blk 121 Tampin es St 12 - Sing apore - 121510	11 Woodland s Close - #0 1-1 - Singapo re - 737854	timmie Swap Driver	Pick up in Progress	View Cancel Print Waybill
<input type="checkbox"/>	31 Mar 08:00 AM- 05:00 PM	VIJMCN	Ah Huat +65 13148888	Blk 121 Tampin es St 12 - Sing apore - 121510	11 Woodland s Close - #0 1-1 - Singapo re - 737854	timmie Swap Driver	Pick up in Progress	View Cancel Print Waybill
<input type="checkbox"/>	31 Mar 08:00 AM- 11:00 AM	TLJGMJ	Ah Huat +65 13148888	Blk 121 Tampin es St 12 - Sing apore - 121510	11 Woodland s Close - #0 1-1 - Singapo re - 737854	timmie Swap Driver	Pick up in Progress	View Cancel Print Waybill

Once you have created a delivery, you can use the **check boxes** to quickly:

- **Cancel orders**
- **Swap/assign Drivers**
- **Delete Drafts**

Manage Delivery

Route

PROFESSIONAL PLAN

Dashboard

Map View

Deliveries

Collection

Manage Delivery List

Delivery History

My Subscription

Address Book

Account Setup

Settings

Contact Us

Expires: 7:07 PM

0 Pending Acceptance

0 Pickup In-Progress

9 Picked Up

0 Undelivered

0 Cancelled

0 Delivered

Order Status

Search

From Pickup Date

To Pickup Date

Search

Download Deliveries

Select All

Cancel Selected Order(s)

Swap/Assign Driver

Delete Selected Draft Order(s)

Show 10 entries

Search:

	Pickup Date	Tracking Code	Receiver	Pickup	Drop Off	Driver	Status	Detail
<input type="checkbox"/>	24 Mar 09:00 AM-01:00 PM	GCH2DW, 3WEAN2	Jeff +65 88888888	251 Bishan Street 22, #08-400 570251	Blk 123 Tampines Ave 1, #04-253 520123	Dr.	Item Picked Up	<div>View</div>

Under Manage Delivery, current active delivery / collection jobs can be tracked.

Status of the jobs will be shown here.

Click **View** to see more details

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Route

Manage Delivery

Route

PROFESSIONAL PLAN

Dashboard

Map View

Deliveries

Collection

Manage Delivery List

Delivery History

My Subscription

Address Book

Account Setup

Settings

Contact Us

Expires: 7:07 PM

Job Details

Home > Job Details

Back

Print Waybill

Submitted 24-Mar-2022

Pickup Details

Sender	Pickup Location	Pickup Date Time	Delivery Mode	Remark
Joe 65	251 Bishan Street 22, #08-400 570251	24 Mar 09:00 AM-01:00 PM	EXPRESS All My Drivers	N.A.

Parcels Details


Parcel Status	Tracking Code	Receiver	Drop Off Location	Drop Off Date Time	Details
Item Picked Up	GCH2DW	Jeff	Blk 123 Tampines Ave 1, #04-253 520123	24 Mar 10:00 AM-05:00 PM	View
Item Picked Up	3WEAN2	Jeff	Blk 123 Tampines Ave 1, #04-253 520123	24 Mar 10:00 AM-05:00 PM	View


To view full job details, click **View** under details.

To Track drivers



Scroll down and click on **Track Drivers**.

Manage Delivery


6589 8763
WWW.ROUTE.CO



FROM:	Joe
CONTACT:	65
ADDRESS:	251 Bishan Street 22, #08-400 570251
PICKUP DATE:	March 24, 2022
PICKUP TIME:	09:00 AM-01:00 PM
REMARKS:	NIL
TO:	Jeff
CONTACT:	88888888
ADDRESS:	Blk 123 Tampines Ave 1, #04-253 520123
REMARKS:	NIL
TRACKING:	3WEAN2
REFERENCE NUM:	None
DELIVERY TYPE:	EXPRESS
DELIVERY DATE:	March 24, 2022
DELIVERY TIME:	10:00 AM-05:00 PM
DELIVERY SIZE:	Documents X 1

Expires: 7:07 PM  

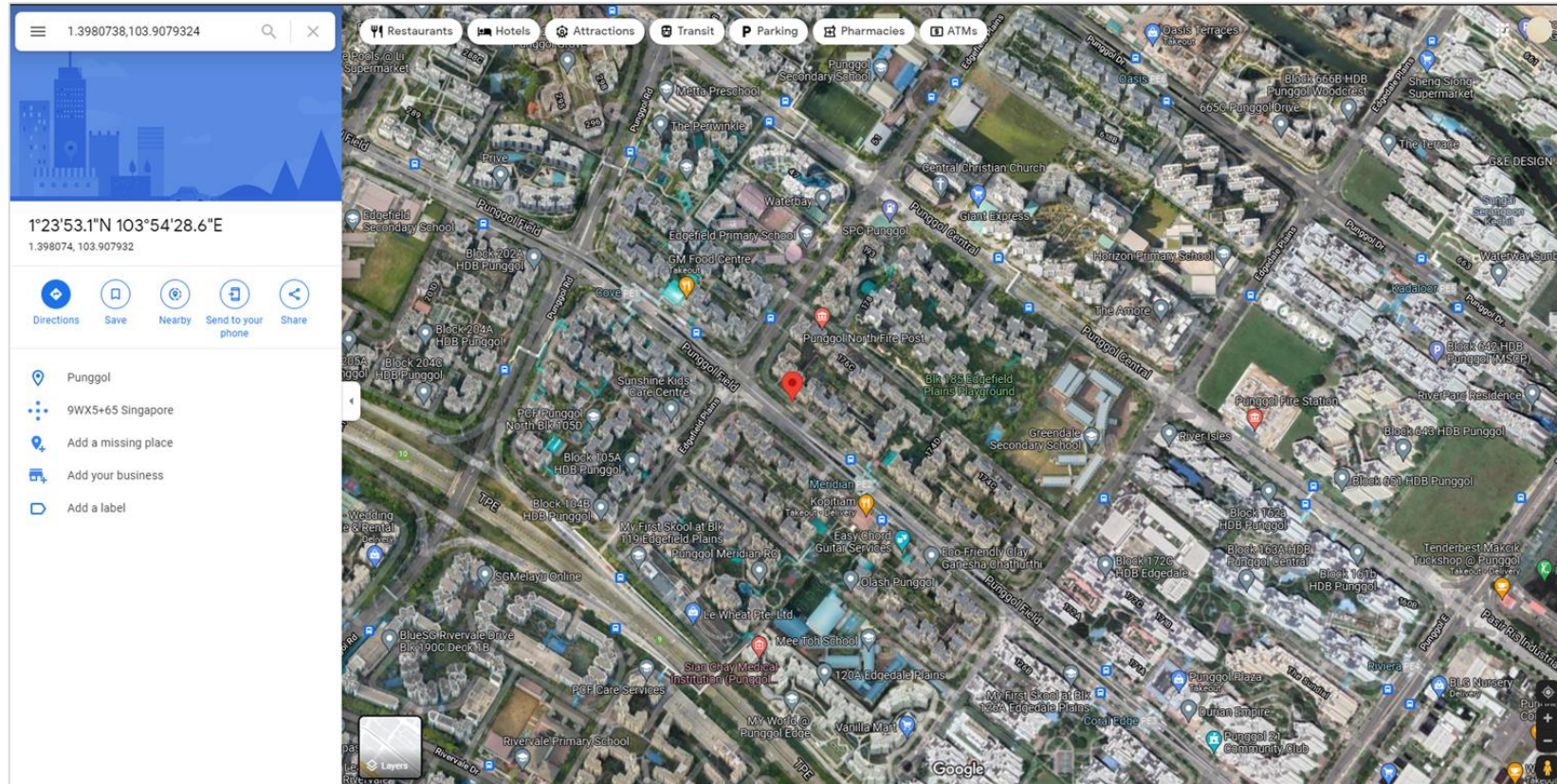
Home > Job Details

Back Print Waybill

Click on print waybill **to view and print waybill.**

The waybill should look like this.

Manage Delivery



Customers can track the exact location of their drivers.

Manage Delivery

Route

PROFESSIONAL PLAN

Dashboard

Map View

Deliveries

Collection

Manage Delivery List

Delivery History

My Subscription

Address Book

Account Setup

Settings

Contact Us

Expires: 7:07 PM

Delivery History

Home > Delivery History

Search

Enter search keyword

Driver

From Pickup Date

From pickup date

To Pickup Date

To pickup date

Download Delivery History

Search

Show 10 entries

Search:

Driver	Pickup Date	Tracking Code	Receiver	Pickup	Drop Off	Detail
Dr.	24 Mar	CQ10OW, CM8IJP	Jeff 888888888	251 Bishan Street 22, #08-400 570251	Blk 123 Tampines Ave 1, #04-253 520123	View

Showing 1 to 1 of 1 entries

Previous

1

Next

Completed jobs can be viewed under **Delivery History**.

Click **View** to view parcel detail and proof of delivery.

Manage Delivery

Job DetailsHome > Job Details

[Back](#) [Print PDF](#)

Submitted 24-Mar-2022

Pickup Details

Sender	Pickup Location	Pickup Date Time	Delivery Mode	Remark
Joe 65	251 Bishan Street 22, #08-400 570251	24 Mar 09:00 AM-01:00 PM	RUSH All My Drivers	N.A.

Parcels Details

Parcel Status	Tracking Code	Receiver	Drop Off Location	Drop Off Date Time	Details
Delivered	CQ10OW	Jeff	Blk 123 Tampines Ave 1, #04-253 520123	24 Mar 10:00 AM-05:00 PM	View
Delivered	CM8IJP	Jeff	Blk 123 Tampines Ave 1, #04-253 520123	24 Mar 10:00 AM-05:00 PM	View

You can click on **Print PDF** to print the details.

To download your deliveries in excel, you need to subscribe to Professional Plan or Enterprise Plan.

Click **View** beside each parcel for parcel details.

Manage Delivery

Route

PROFESSIONAL PLAN

Dashboard

Map View

Deliveries

Collection

Manage Delivery List

Delivery History

My Subscription

My Drivers

Address Book

Delivery/Collection Type

Parcel size

Region Assignment

Settings

My Profile

Contact Us

24 March 2022, 03:04 PM

Fragile item, please handle with care

QR Code:


Package Image:


Delivered Signature:


Delivered By:
24 March 2022, 03:01 PM

Remarks:

Insert Comments

Close

res: 7:07 PM

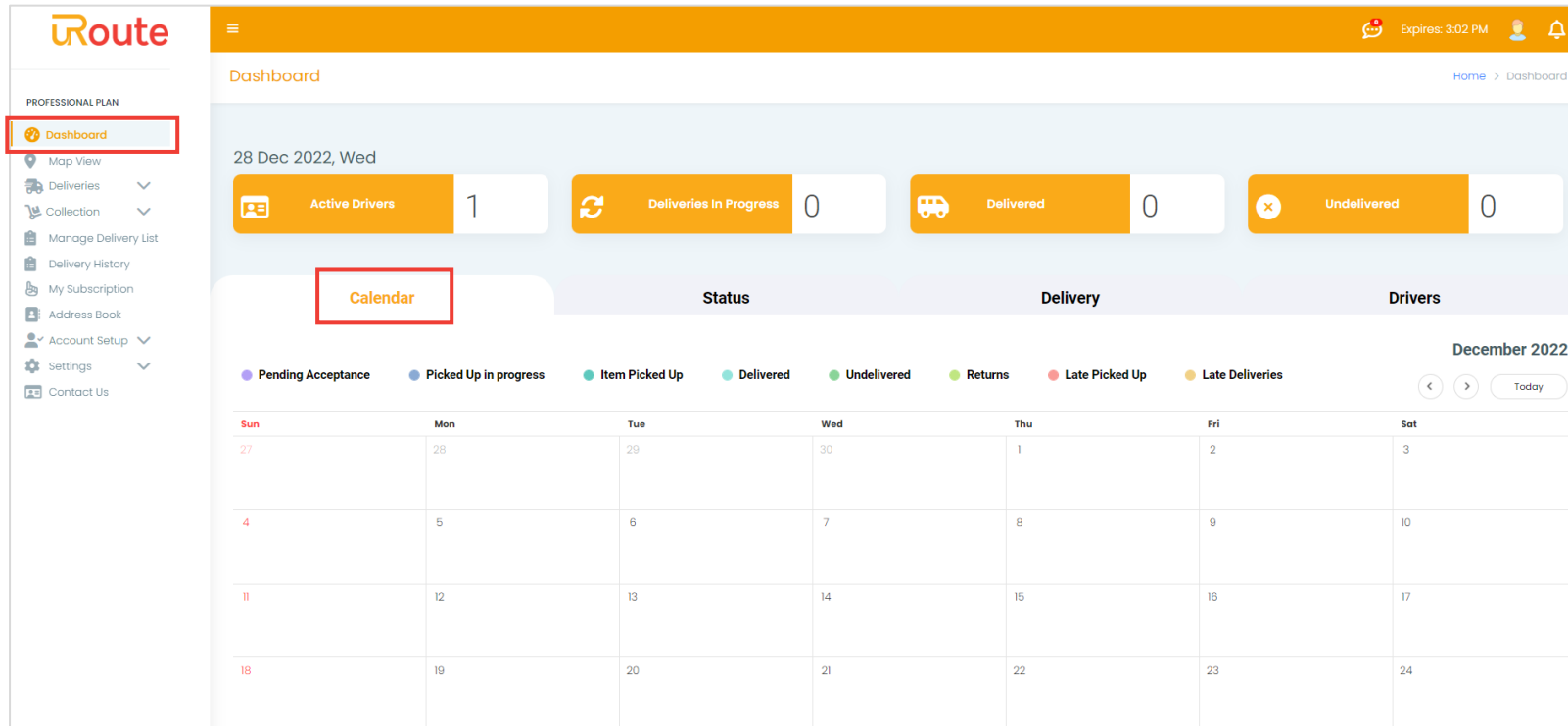
Remark
N.A.

Details
View

View

Proof of delivery and parcel details will be shown.

Dashboard

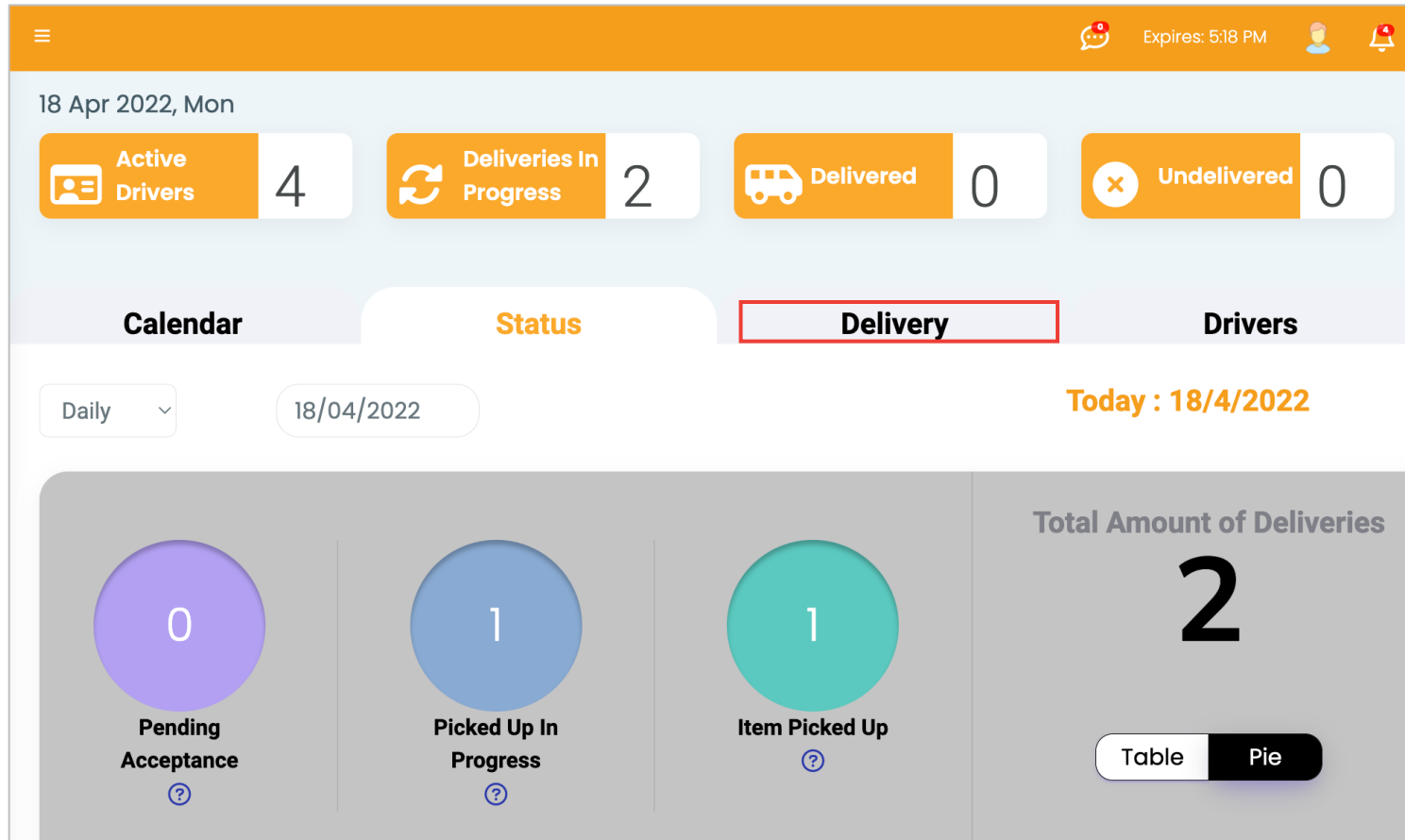


Under **Dashboard**, you can view your monthly deliveries and their status under Calendar.

Refer to the legend above for the color-coded delivery status.

You can click into any job listed on the calendar to view more details.

Dashboard



Under Status. Scroll down to find more detailed data on deliveries.

Toggle between Table/Pie chart to view your data as desired.

You can also go to the **Delivery** tab to visualise your total deliveries in a graph.

Dashboard

ID	Driver	Start Date	Deliveries	Cancellation	Late Pickups	Late Deliveries	Negative Reviews
123	Test	22-03-2022	0	0	0	0	0
1	timmie	08-03-2022	0	0	0	0	0
123	Dr. Bob	16-03-2022	0	0	0	0	0
123	Dr.	16-03-2022	0	0	0	0	0

Showing 1 to 4 of 4 entries


Previous 1 Next

Driver's Reviews

No	Name	Date	Ratings	Reviews
No driver review available to show, please try search keywords				

Showing 0 to 0 of 0 entries

Previous Next



Expires 1:53 PM

Dashboard

Home > Dashboard

22 Mar 2022, Tue

Active Drivers

4

Deliveries In Progress

11

Delivered

0

Undelivered

0

Status

Delivery

Drivers

4 Drivers

Search Driver Name or ID

✓ Daily

Weekly

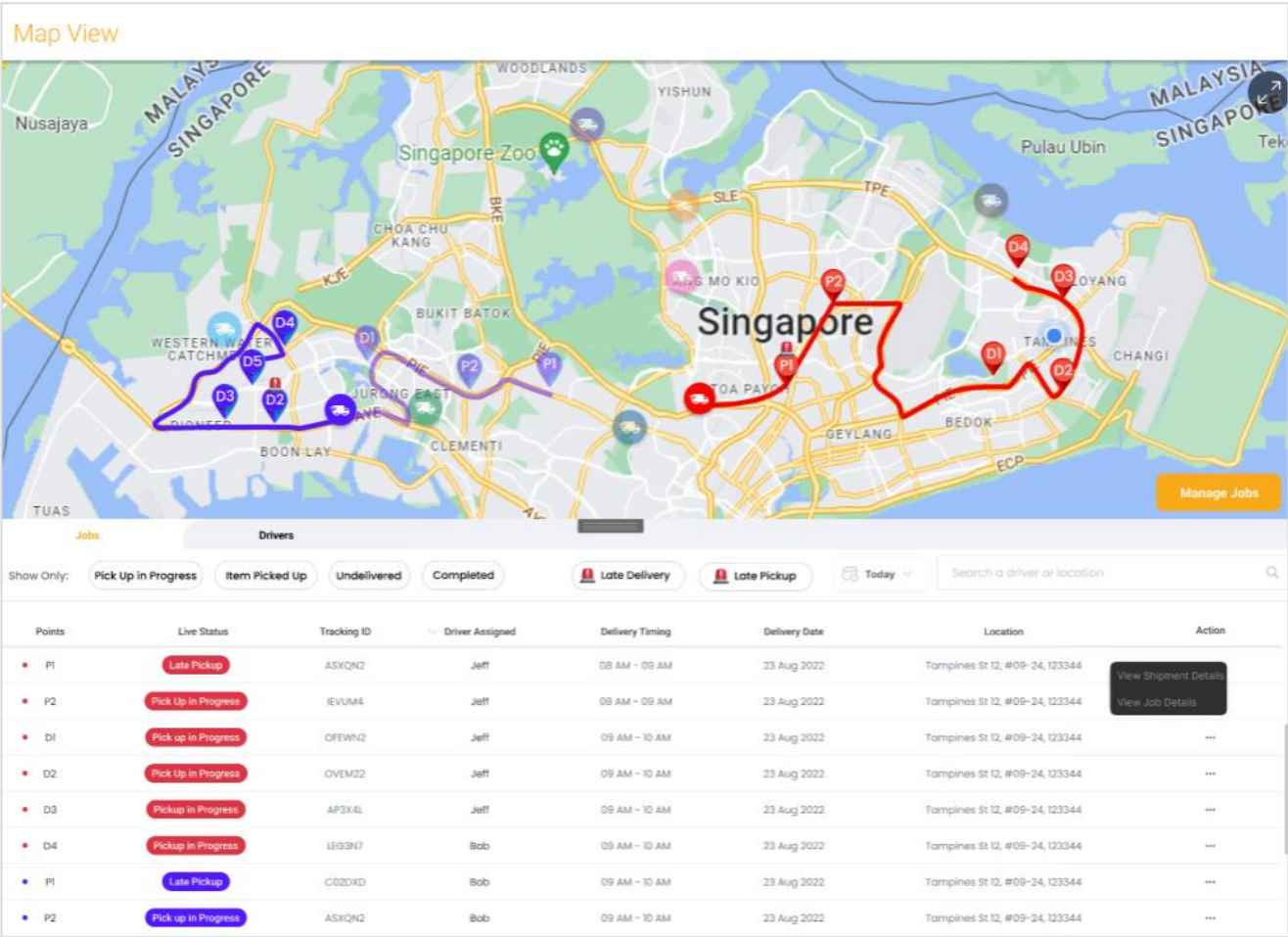
Monthly

Go to the **Drivers** tab to see detailed driver data

You can **Search** or use the **date drop down** box to filter your data.

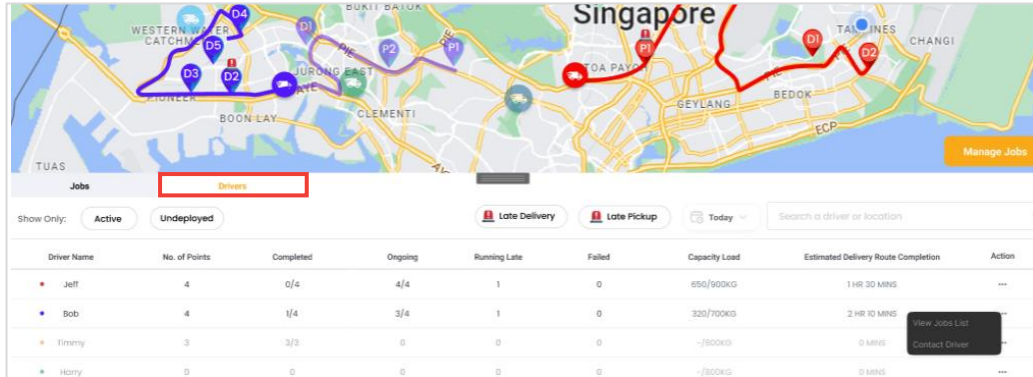
Click on the **Excel icon** at the top right of any data table to export any data you need.

Map View

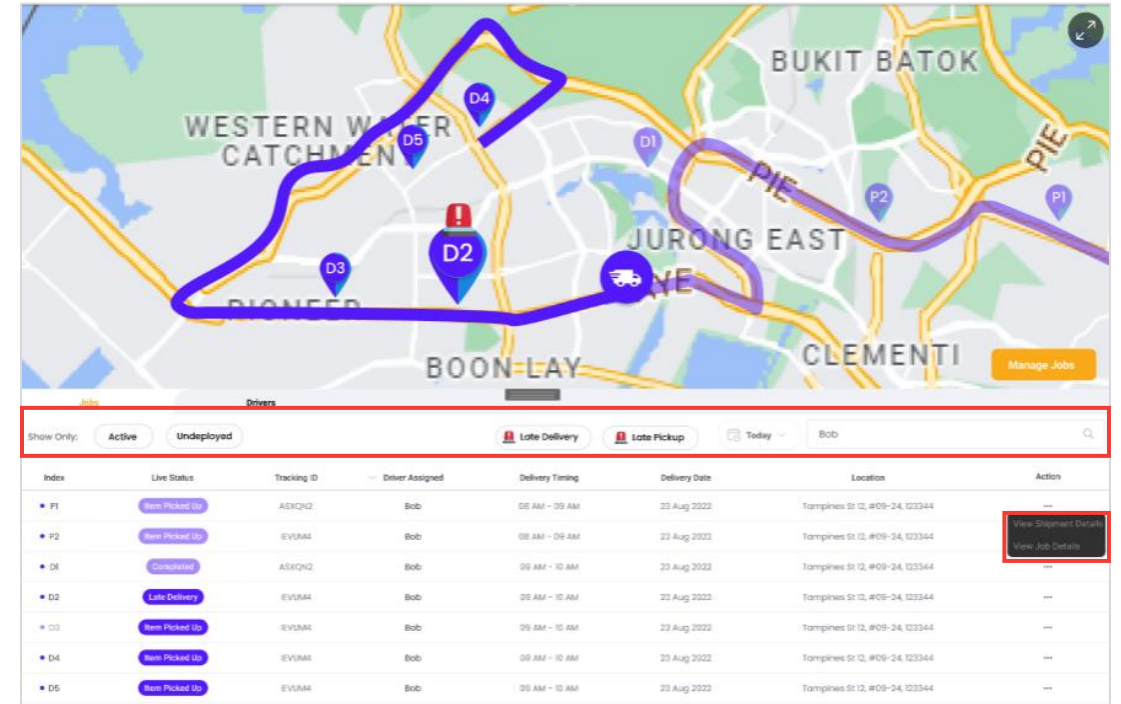


Here you can see the overall statistics for your daily jobs and the routes taken by your drivers on a specific day E.g. Today

Map View



Toggle over to the **Drivers** tab to view live statistics of your drivers such as completed jobs and running late jobs.



Filter and search individual drivers to see their routes and jobs.

URoute



Contact sales@uroute.co for a live demo



[+65 6589 8763](tel:+6565898763)



www.uroute.co
