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eDelivery Mobile Setup

The eDelivery Mobile Setup Tracking System was developed to:

- Download created dispatches into a driver's mobile phone via the internet.
- Allow signature capturing capabilities for deliveries and uploading the time of delivery for each invoice back into the open dispatch.
- Eliminate the scanning of signed invoices.

Note: These instructions were specifically written for the Sprint HTC mobile cellular phone.

Setting Up the Mobile Phone

- Power on the phone by pressing the power button (This button is located on the right edge of the phone and is denoted by a small half circle with a line through half of the circle).

The screen will now display a **Windows Mobile** screen and will instruct you to tap the screen to set up the Windows Mobile-based device.

Calibrating The Stylus

- Pull out the stylus pen that is located in the lower right corner of the phone and tap on any part of the screen.

The screen will now display an **Align Screen** and a big plus + target will be displayed.

- Using the stylus pen, tap on the center of the plus target firmly and accurately.

The plus + target will then be placed in a different location on the screen.

- Using the stylus pen, continue tapping on the center of the plus target firmly and accurately. Continue this process until the "align screen" no longer displays the plus + target.

The screen will now display a **Stylus** screen that explains how single-tap and tap and hold functionality works.

- Tap on the **Next** button.

Pop-Up Menus

The screen will now display a **Pop-up Menus** screen that explains how tap and hold functionality works.

- Tap and hold on the line with 9.

The screen will now display a pop-up menu.

- Tap on the red **Cut** menu option.

- Tap and hold on the line with 11.

The screen will now display a pop-up menu.

- Tap on the red **Paste** menu option.

The screen will now display a **Congratulations!** Message.

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- Tap on the **Next** button.

Date and Time Setup

The screen will now display a **Date and Time** screen where the time zone, date and time is set.

- Tap on the down arrow button displayed at the end of the **Time Zone:** field.

The screen will now display a pop-up menu of the various time zones.

- Tap on the specific time zone for your area.
- Tap on the down arrow button displayed at the end of the **Date:** field.

The screen will now display a pop-up calendar.

- Tap on today's date.
- Tap on the **Hour** field within the **Time:** field and **Hour** field will now be highlighted.
- Tap on the up or down arrows at the end of the **Time:** field to increment or decrement the hour.

Continue this process for the **Minutes**, **Seconds** and **AM/PM** fields also.

- Tap on the **Next** button.

Password Setup

The screen will now display a **Password** screen where you have the option to set up a password for the mobile device.

- To set up a password, tap on the **Next** button. Otherwise tap on the **Skip** button.

The screen will now display a **Complete** screen that explains the setup is now completed.

- Tap on any part of the screen to begin using the device.

Internal Customization

The phone will now display a **Pocket PC** screen and begin an internal customization of itself which will take a couple of minutes to complete.

Network Connections

If the screen will display a **New Network Detected** pop-up window and will display all the available network connections.

- Tap on the specific network you want the mobile device to connect to the internet with.

The screen will now display the default menu screen for the mobile phone.

- Tap on the specific network you want the mobile device to connect to the internet with.

Setting Up a Connection to the Bluetooth GPS Device

A connection must be made from your mobile phone to a separate Bluetooth GPS device. To set up the connection, perform the following:

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- Power on the Bluetooth GPS device by pressing and holding down the power button until the blue light lights up and blinks every second. (This button is located on the front panel and is denoted by a small half circle with a line through half of the circle).
- On the mobile phone, tap on the  (windows) start menu icon located in the top left corner of the screen.

The screen will now display a drop-down menu of the various menu items.
- Tap on the **Settings** menu option.
- Tap on the **Connections** tab displayed on the bottom of the **Settings** menu.
- Tap on the **Bluetooth** icon.
- Within the **Bluetooth** menu, tap on the **Add New Device...** menu selection.

The screen will now display a **Searching for Bluetooth Devices...** message and display a list of all Bluetooth devices it finds.
- Tap on the **Garmin GPS 10x** device and then tap on the **Next** button displayed in the lower right hand corner of the screen.

The screen will now display an **Enter Passcode** screen to establish a secure connection with the Garmin GPS.
- Tap on the keyboard icon displayed in the lower middle of the screen and tap on the 1234 to enter this value within the **Passcode:** field (it displays ****) and then tap on the **Next** button.

The screen will now display a **Partnership Settings** screen for the **Display Name: Garmin GPS**.
- Tap on the empty check box field displayed next to the **Serial Port** field to insert a check mark and then tap on the **Finish** button.

The screen will now display the **Bluetooth** screen and should list the Garmin GPS.
- Tap on the **COM Ports** tab displayed on the bottom of the screen.

The screen will now display the **Bluetooth** screen and explain that after pairing with a device, a COM port will need to be set up.
- Tap on the **New Outgoing Port** menu selection.

The screen will now display the **Add a Device** screen.
- Tap on the **Garmin GPS** menu selection and then tap on the **Next** button.

The screen will now display a **Port:** screen with the default port being COM0. We suggest leaving the it set to the default COM0 port.
- To set the com port to something other than 0, tap on the down arrow key displayed at the end of the **COM0** menu selection and then tap on the desired com port.
- Tap on the check box (to uncheck) the **Secure Connection** field and then tap on the **Finish** button.

The screen will now return to the **COM Ports** tab screen.

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- Tap on the **OK** button displayed in the top right hand corner of the screen.
The screen will now return to the **Connections** tab screen.
- Tap on the **System** tab displayed on the bottom of the **Settings** menu.
- Tap on the **External GPS** icon.
The screen will now display a **GPS Settings** screen with the default port being COM4. This is where you choose the port that programs will use to obtain GPS data. We recommend using the default COM4 port.
- To set the GPS program port to something other than COM4, tap on the down arrow key displayed at the end of the **COM4** menu selection and then tap on the desired com port.
- Tap on the **OK** button displayed in the top right hand corner of the screen.
The screen will now return to the **Systems** tab screen.
- Tap on the **X** button displayed in the top right hand corner of the screen to exit out of the **Settings** menu screen.

Installing The Delivery Programs On the Mobile Phone

- From the Windows start menu, tap on the  (windows) icon located in the top left corner of the screen.
The screen will now display a drop-down menu of the various menu items.
- Tap on the **Internet Explorer** menu option.
- With the cursor positioned in the blank navigation bar of Internet Explorer, tap on the keyboard icon displayed in the lower middle of the screen and enter the following URL within the internet browser: autologue.com/wm5/ and then tap on the **Enter** key.
The screen will now display a web page that contains a link to the delivery programs.
- Tap on the **Delivery.CAB** menu link.
The screen will now display a **Download** pop-up window.
- Tap on the **Yes** button to begin downloading and installing the Delivery program.
The program should download fairly quickly and then the installation will begin. When the screen displays the **Choose a location to install "Autologue Computer Systems Delivery"**: message, it will default to installing onto the actual mobile phone device.
- If you want to install the programs onto a storage card instead of the mobile phone, tap on the button to the left of the **\Storage Card** prompt.
- Tap on the **Install** button located in the lower left of the screen to begin installing the Delivery programs.
When the installation is completed, the screen will display a "**Delivery.CAB was successfully installed on your device.**" message.

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- Tap on the **OK** button displayed in the top right hand corner of the screen.
The screen will now return to the **Internet Explorer** screen.
- Tap on the **X** button displayed in the top right hand corner of the screen to exit out of **Internet Explorer**.
The screen will now return to the **Windows Start** screen.

Accessing The Delivery Programs On the Mobile Phone

- From the Windows start menu, tap on the  (windows) icon located in the top left corner of the screen.
The screen will now display a drop-down menu of the various menu items.
- Tap on the **Programs** menu option.
- Tap on the **Delivery** program icon.
The **Delivery** screen will now be displayed.
- Tap on the **Tools** displayed in the lower left of the screen to set up your login settings with the eDelivery website.

Setting Up the Login Settings for eDelivery

- With the cursor positioned within the **Store ID:** field, using the actual keyboard on the mobile phone, enter your store ID for eDelivery.
- With the cursor positioned within the **Password:** field, enter the password for eDelivery.
- If you are using a Bluetooth GPS, tap on the empty check box (to check) to the left of the **Enable GPS** field.
- When all your settings have been set up, tap on the **OK** button displayed in the top right corner of the screen.
- When the screen displays a **Settings Changed - Save?** Pop-up window, tap on the **Yes** button.

The screen will return to the **Delivery** screen.

Selecting a Driver

- Tap on the down arrow button displayed at the end of the **Driver:** field.
The screen will now display a selection list of available drivers.
- Tap on the desired driver.

Downloading Assigned Dispatches for a Driver

- Tap on the **SYNC** (synchronize) button to download any assigned dispatches for the selected driver.

If the downloading was successful, the screen will display a **Successful!** pop-up message window.

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- Tap on the **OK** button displayed in the top right corner of the pop-up window.
The screen will return to the **Delivery** screen.

Viewing The Assigned Dispatch

- Tap on the **VIEW** button.
The screen will now display the following dispatch information:
 - Dispatch Number
 - Dispatch Start Time
 - Customer Name
 - Invoice Amount

Viewing Information for a Specific Invoice

- With the current dispatch information being displayed on the screen, tap on a specific invoice number to view information for.

The screen will now display the following invoice specific information:

- Invoice #
- Customer Name
- Address
- Type Of Invoice
- Time Invoice Was Printed
- Action Item
- Invoice Amount
- Completed (check box)

Capturing A Signature for an Invoice

- With the specific invoice information being displayed on the screen, tap on the **Sign** button.
The **Signature Capture** screen will now be displayed and is ready for the customer's signature to be entered.
- Have the customer enter their signature on the screen and then tap on the **OK** button in the top right corner of the screen.
The screen will now return to the **Invoice** screen.
- To return to the **Dispatch** screen, tap on the **OK** button displayed in the top right corner of the screen.
- To exit out of the **Dispatch** screen, tap on the **OK** button displayed in the top right corner of the screen.
- To exit out of the Delivery program, tap on the **OK** button displayed in the top right corner of the screen.