



Delivery User Guide

Track Every Delivery from Start to Finish

Part of ScanIt Parts
Inventory Management System

Innovative Programming Systems
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1. Delivery Overview

1.1 What is Delivery Tracking?

Delivery tracks every part that leaves your area. It records:

- What parts went out
- Who they went to
- When they were sent

This works for all drop-off points: service, body shop, wholesale, and more.

1.2 Benefits

- **Full tracking** - Know what went out and where
- **Proof of drop-off** - Scan to confirm, with a timestamp
- **No more disputes** - Every run is on record
- **Manifests** - Sorted lists for each run
- **Real-time DMS updates** - Stock counts stay correct
- **Full history** - Look up any past run

2. Scanning Parts Out

"Ship-It" is the old name — the scanner now has two entries instead. The capability is fully working; it was renamed and split into **Load-It** ("Scan parts onto delivery trucks") and **Deliver-It** ("Deliver parts to customers" — the route itself, with each stop, distance and ETA, and the truck bin each part is in). The matching web screen is still called **Dispatch** on pickit.ipsdev.com. Do not look for a "Ship-It" menu on the scanner — tap **Load-It** or **Deliver-It**.

2.1 Basic Delivery Steps

- 1 Tap **Delivery** on the scanner main menu
- 2 Tap **New Delivery** or pick an open delivery run
- 3 Scan each **part barcode** as you load it
- 4 The system logs the part, time, and run record
- 5 Set **who gets the parts**
- 6 When all parts are loaded, tap **Start Delivery**

Tip: Scan all parts before you leave. This logs what goes out on the run.

2.2 Who Gets the Parts

Each run is linked to who gets the parts. Common types:

Type	Details
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Service	Parts going to techs for ROs
Body Shop	Body work parts
Wholesale	Parts for outside shops or dealers
Retail	Parts for walk-in buyers
Other	Store transfers or off-site drops

3. Delivery Manifests

What is a Manifest?

A manifest is a list of all parts in a run. Print it or view it on screen. It helps the driver and logs what was sent.

What's on the Manifest

- Date and time of the run
- Driver name (if set)
- Who gets the parts and where
- All parts: part numbers, names, and counts
- Invoice or RO links

Printing a Manifest

- 1 After scanning all parts, tap **Print Manifest**
- 2 It prints on your scanner or a nearby printer
- 3 Give one copy to the driver. Keep one for your files.

Tip: View the manifest on screen during the run. Print a copy as backup if signal is weak.

4. Confirming Delivery

At the Drop-Off Point

- 1 Arrive at the drop-off point
- 2 Pick the run from your active list
- 3 Scan each **part** as you hand it off (this step is optional)
- 4 Add a **delivery note** if needed (see below)
- 5 Tap **Confirm Delivery**
- 6 The system saves proof of drop-off with a timestamp

Important: Always confirm in the system. If you skip this, parts show as "in transit" and stock counts will be wrong.

Delivery Notes

Before you confirm a stop, you can type a **delivery note** — a short message about how the drop-off went. Examples: "Left with receptionist," "Customer not home, left on porch," or "Signature refused." The note can be up to 250 characters; the screen shows how many you have left.

The note is saved with the stop. Back in the office, dispatch staff see it on the route's **Stops** list, so they have a record of anything unusual without having to call the driver.

Partial Deliveries

If only some parts can be dropped off:

1. Scan the parts you are handing off
2. Confirm those parts
3. The rest stay on the manifest as pending
4. Bring those parts back to the parts area

5. Delivery History

View past runs on the ScanIt Parts web dashboard. Search by:

- **Date range** - See all runs for a set time span
- **Part number** - Find when a part was sent out
- **Who got them** - See all runs to a customer or team
- **Driver** - See a driver's past runs

Use the history to:

- Settle disputes about drop-offs
- Spot trends and how often runs happen
- Check run times for better service
- Audit past work

6. Quick Fixes

Problem	Fix
Can't start a new delivery	Check your wireless signal
Part won't scan into delivery	Make sure the part is in stock. Try typing the number by hand.
Can't confirm (no signal)	It queues and sends when signal comes back
Wrong person set	Fix it on the web dashboard or ask your admin
Manifest won't print	Check the printer and paper. View on screen instead.
Parts showing "in transit" by mistake	The run was not confirmed. Confirm it or put parts back in stock.

7. Quick Reference

Send Out a Run

Delivery > New > Scan Parts > Set Who Gets Them > Start

Confirm a Run

Delivery > Pick Active Run > Confirm

Print Manifest

Delivery > Pick Delivery > Print Manifest

Key Rules

- Scan parts before they leave the area
- Set the right person every time
- Confirm at the drop-off point

- Bring back any parts not dropped off
 - Print manifests for the driver
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