

Fleet Dispatch Manager User Guide

Introduction

The Fleet Dispatch Manager centralises every job in one command centre. It allows you to assign drivers, generate scannable QR codes for consignments, and monitor deliveries end-to-end with live status updates.

Key Features

- **Centralised Dispatch:** Create and assign delivery jobs quickly.
- **QR Code Generation:** Generate unique QR codes for tracking and proof of delivery.
- **Live Tracking:** Monitor active fleet vehicles and dispatch statuses in real time.
- **Full Visibility:** See what is delivered, in transit, or delayed at a glance.

Getting Started

1. Creating a New Dispatch

Navigate to the **Dispatch** tab to create a new job. Fill in the required details:

- **Driver Name:** Select the assigned driver.
- **Start Location & Destination:** Where the goods are leaving from and going to.
- **Dispatch Date & Time:** When the job is scheduled to begin.
- **Number of Items:** The total package count.
- **Miscellaneous / Other Items:** Any special instructions or equipment needed (e.g., fragile cargo, safety cones).

2. Generating the QR Code

Choose your QR Code Type:

- **Text Summary:** Generates a QR code containing a plain text summary of the job.
- **Scan to Track:** Generates a QR code containing a secure URL. When scanned by the driver or receiver, it updates the consignment status directly in the Tracking system.

Click ► **Generate & Save**. The QR code will appear on the right side of the screen, ready to be printed and attached to the manifest or packages.

3. Live Tracking

Switch to the **Tracking** tab to monitor operations.

- The top dashboard shows real-time metrics: **Active Vehicles**, **Delivered Today**, **In Transit**, and **Delayed**.
- The **Live Map View** (when connected to a supported GPS/telematics provider) shows the physical location of your vehicles.
- The **Active Dispatches** table lists all ongoing jobs. As drivers scan their 'Scan to Track' QR codes, the statuses here will update automatically.

4. Managing Data

- Use the **Drivers** and **Deliveries** tabs to manage your staff database and view historical delivery records.
- Use **Save to Local** to backup your dispatch data to your local machine for archiving or offline analysis.