



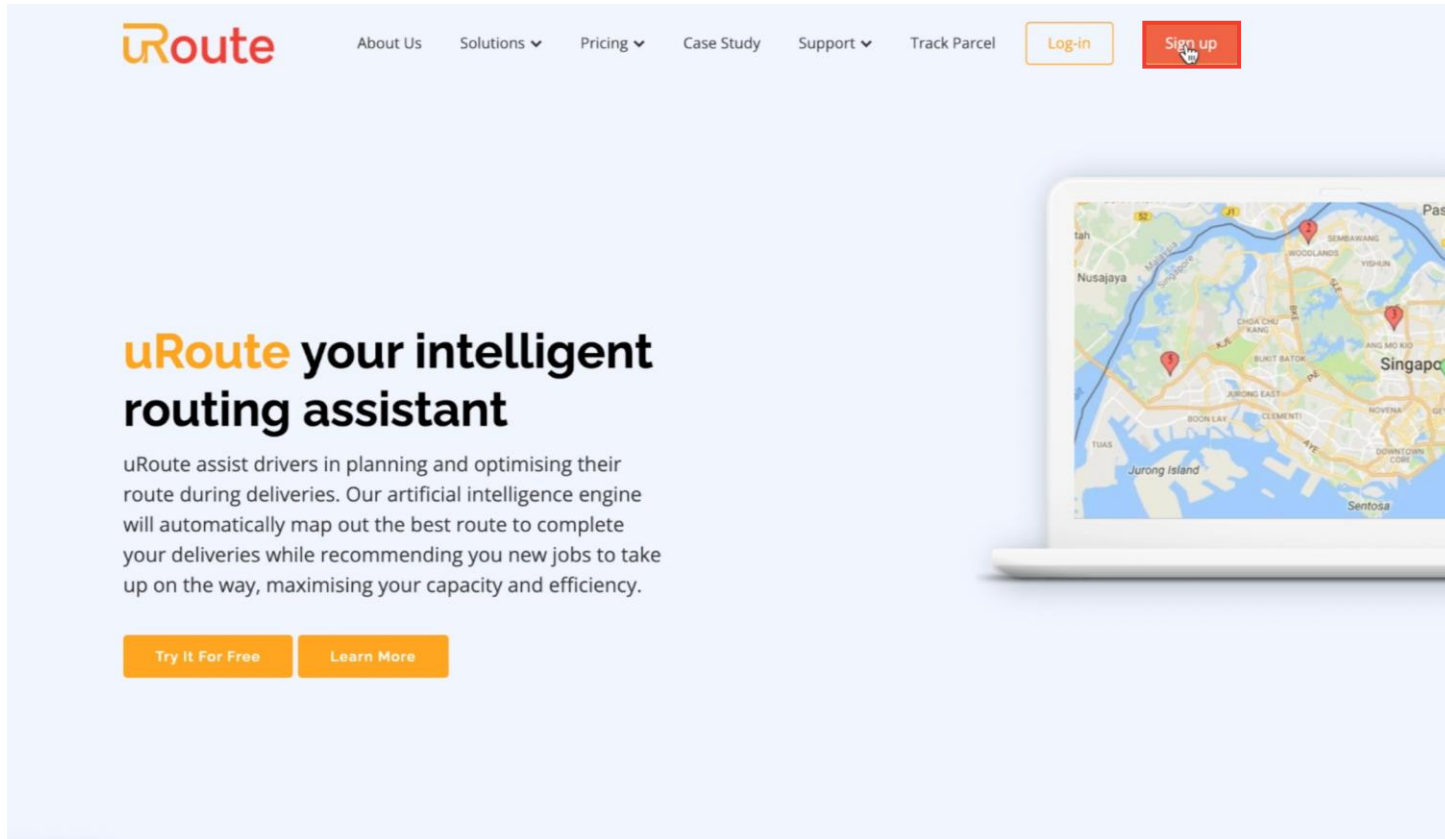
Your Intelligent Routing Assistant

# Web Admin User Guide

## Contents

|       |                    |     |
|-------|--------------------|-----|
| I.    | Setting up Profile | P3  |
| II.   | Subscription Plans | P6  |
| III.  | Add Drivers        | P8  |
| IV.   | Address Book       | P11 |
| V.    | Parcel Size        | P12 |
| VI.   | Region Assignment  | P14 |
| VII.  | SMS Settings       | P17 |
| VIII. | Assign Delivery    | P18 |
| IX.   | Bulk Upload        | P24 |
| X.    | Manage Delivery    | P25 |
| XI.   | Dashboard          | P33 |
| XII.  | Map View           | P36 |
| XIII. | uParcel API        | P42 |

# Setting up Profile



## New Users

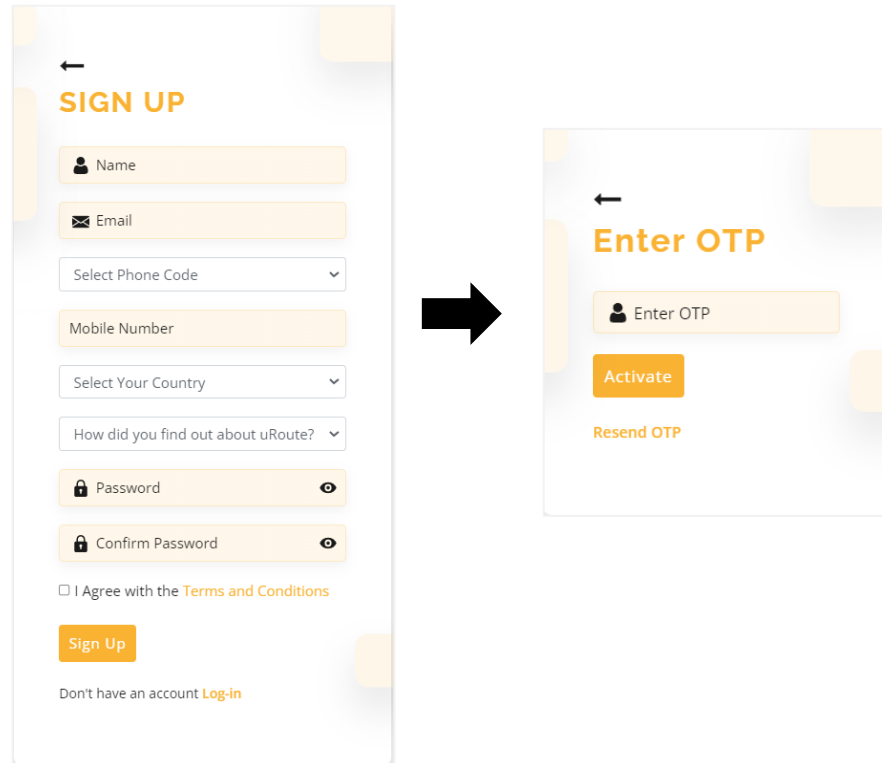
Go to [www.uroute.co](http://www.uroute.co)

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**

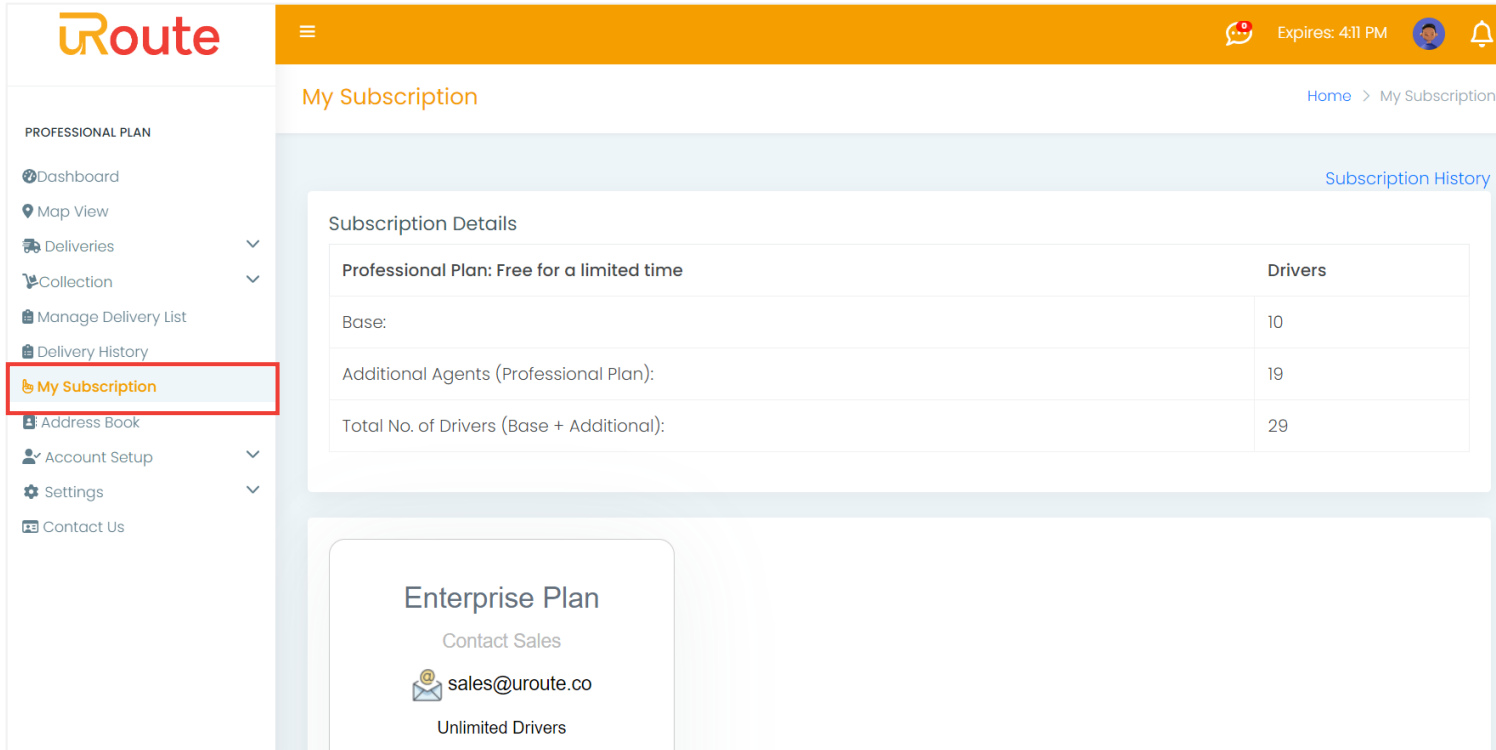
**Profile Image**

**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

Home > 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

Express Yourself

Delivery Hour 24/7

Office Hours 10am-6pm daily

Email: admin@uroute.co

Address:  
81 Ubi Avenue 4, 06-08 S408830

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!

# Add Drivers

**Route**

My 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
- Settings
- Contact Us

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<br><a href="#">View All</a> | <a href="#">View</a> <a href="#">Edit</a><br><a href="#">Statement</a> |

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.

# 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

11

Route

# Parcel Size

**Route**

Expires: 12:43 AM

Parcel Size

Home > Parcel Size

**Add Parcel Size**

Show 10 entries

Search:

| Parcel Size Name           | Volume (cm <sup>3</sup> ) | Weight (KG) | Status   | Created On | Action               |
|----------------------------|---------------------------|-------------|----------|------------|----------------------|
| <80 cm (H+L+W) & max 5kg   | 80                        | 5           | Active   | 05.08.2019 | <a href="#">Edit</a> |
| <100 cm (H+L+W) & max 8kg  | 100                       | 8           | Active   | 05.08.2019 | <a href="#">Edit</a> |
| <120 cm (H+L+W) & max 10kg | 120                       | 10          | Active   | 05.08.2019 | <a href="#">Edit</a> |
| <140cm (H+L+W) & max 15kg  | 140                       | 15          | Active   | 05.08.2019 | <a href="#">Edit</a> |
| <200 cm (H+L+W) & max 25kg | 200                       | 25          | Active   | 05.08.2019 | <a href="#">Edit</a> |
| <160 cm (H+L+W) & max 20kg | 160                       | 20          | Active   | 05.08.2019 | <a href="#">Edit</a> |
| <60 cm (H+L+W) & max 1kg   | 60                        | 1           | Active   | 10.06.2019 | <a href="#">Edit</a> |
| 10 Ft Lorry (Open)         | 10                        | 700         | Inactive | 05.08.2019 | <a href="#">Edit</a> |
| 2.4m Full Van Load         | 10                        | 500         | Inactive | 05.08.2019 | <a href="#">Edit</a> |
| 14 Ft Lorry (Open)         | 10                        | 900         | Inactive | 05.08.2019 | <a href="#">Edit</a> |

Showing 1 to 10 of 14 entries

Previous 1 2 Next

**PROFESSIONAL PLAN**

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

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

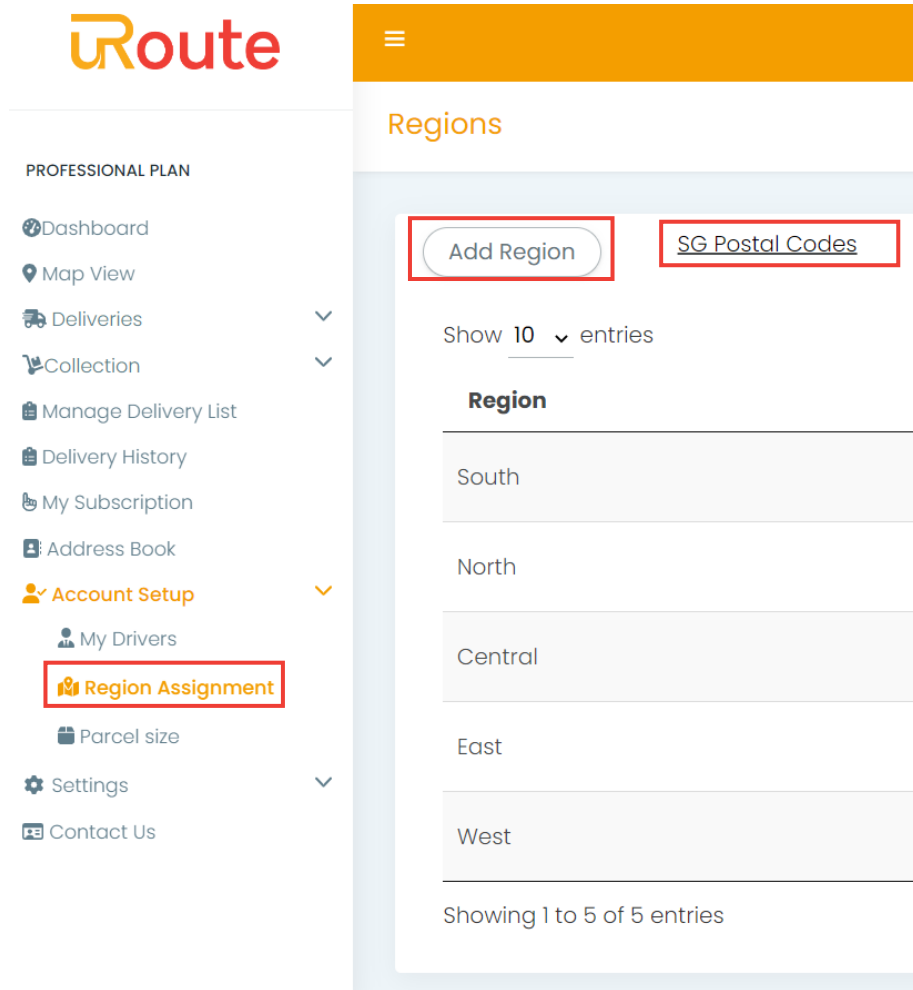
**Fill in the details accordingly**

**Name** – Parcel Size Name

**Volume** – measured in  $\text{cm}^3$

**Weight** – measured in KG

# Region Assignment



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

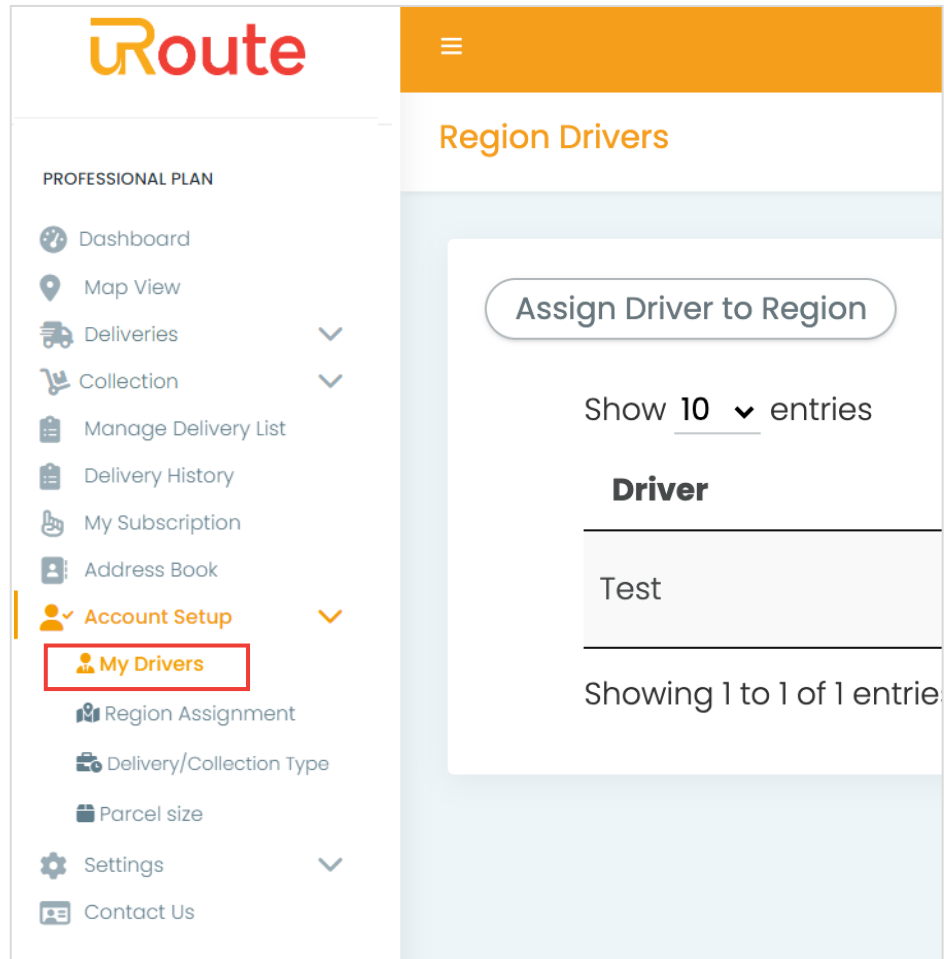
You can click on **SG Postal Codes** and download it for your ref.

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 **Region Assignment > My Drivers**

Click on **Assign Driver to Region** to assign your newly created regions to your drivers.

**Tick the boxes** to select which **days** the driver will be assigned to the **particular region**.

# 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<br><a href="#">View All</a> | <a href="#">View</a> <a href="#">Edit</a><br><a href="#">Statement</a> |
| tom3 |       | NA             | 12345            | Active | Full Time | No                | 0<br><a href="#">View All</a> | <a href="#">View</a> <a href="#">Edit</a><br><a href="#">Statement</a> |

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

### Region Assignment

### Region Details

Add Region

Region

South

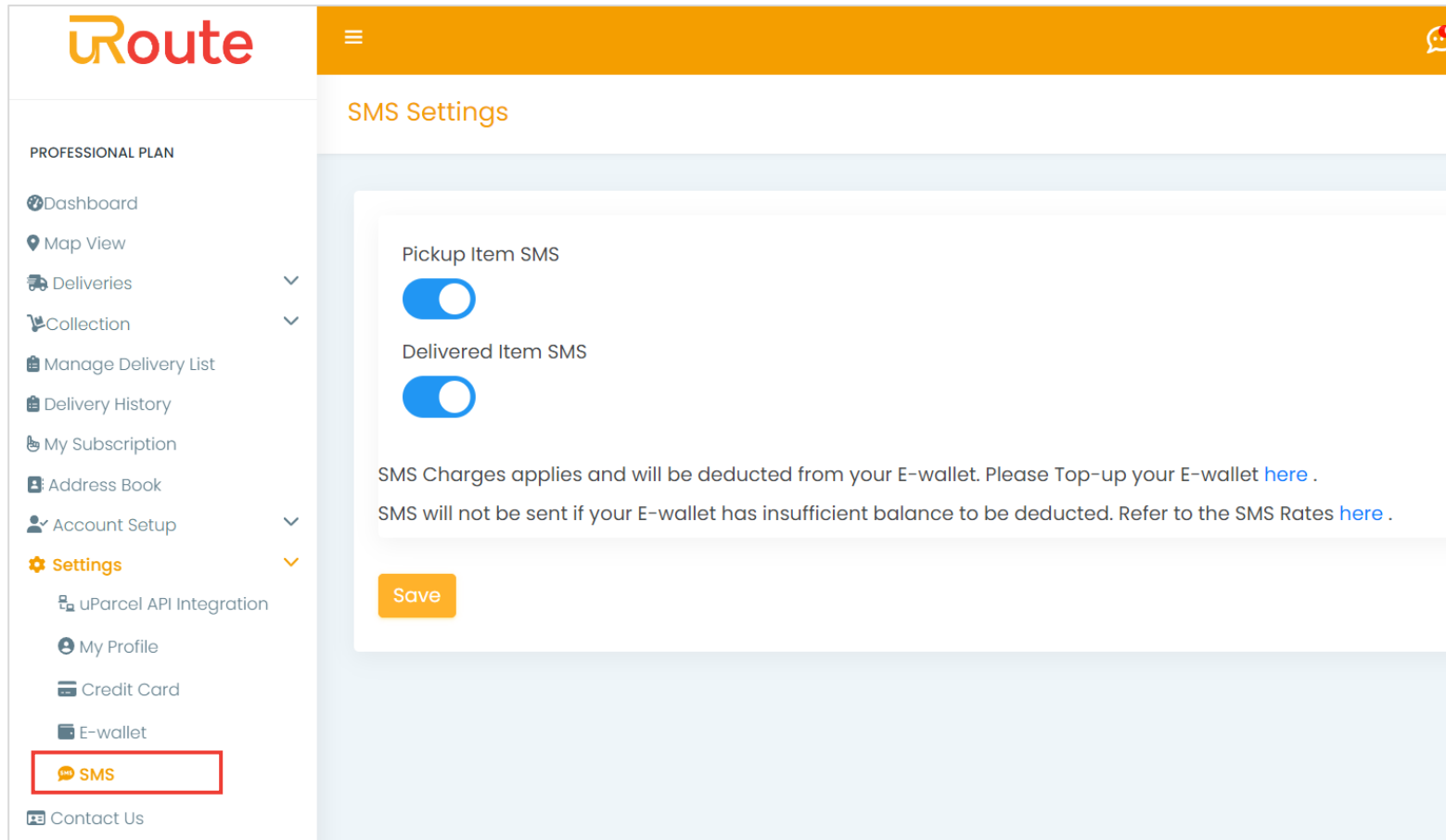
Days

All days selected

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



# 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

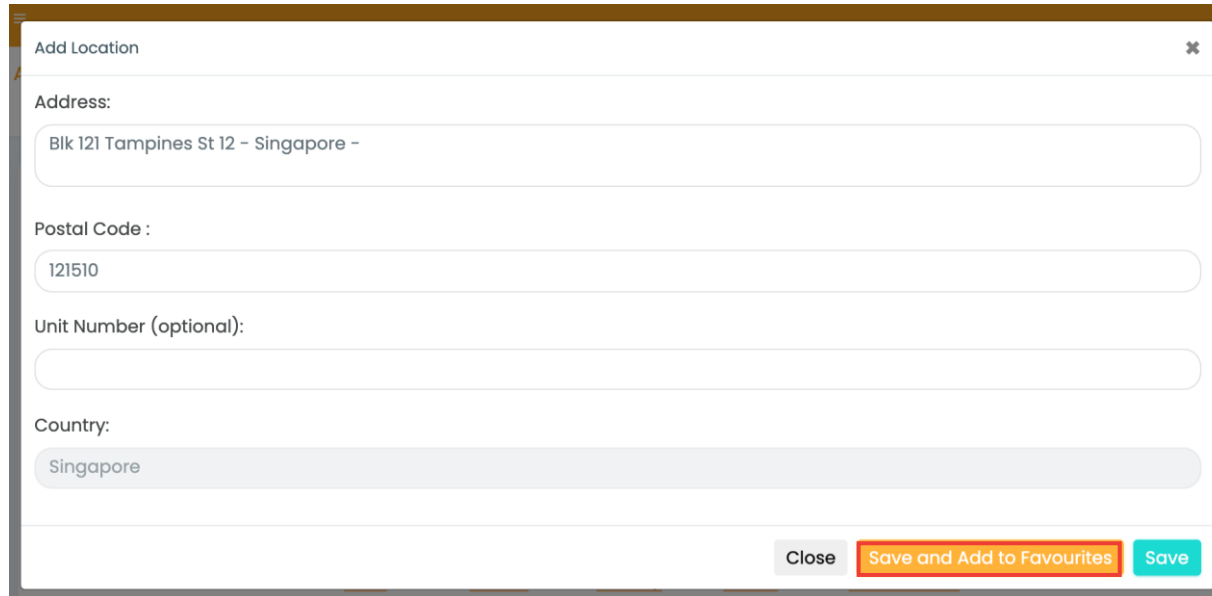
Click **Deliveries > Assign Delivery**

**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. Sharing to uParcel drivers 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

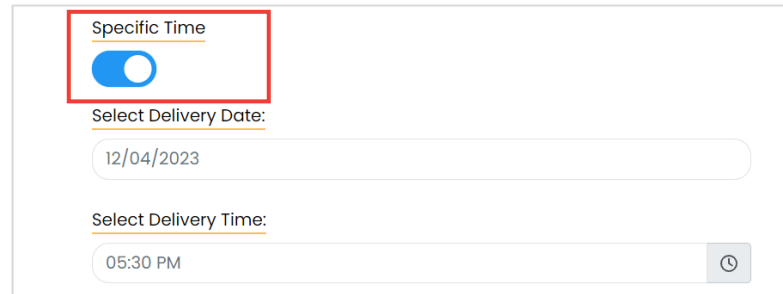
## Step 2 - Parcel Selection

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.

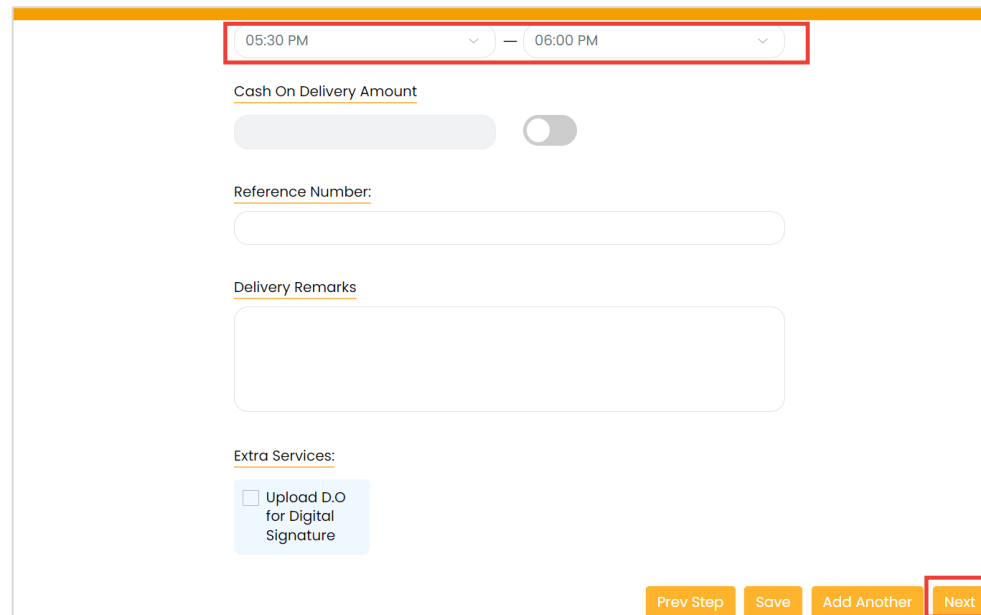
# Assign Delivery



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<br>10:00 AM-10:00 AM | Specific Driver | <a href="#">View</a> |

Parcels Details

| Receiver | Drop Off Location                               | Drop Off Date Time          | Details              |
|----------|---|-----------------------------|----------------------|
| Ah Huat  | 11 Woodlands Close - #01-1 - Singapore - 737854 | 08 Apr<br>10:00 AM-10:00 AM | <a href="#">View</a> |

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 menu with the 'PROFESSIONAL PLAN' header and several 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 a top orange bar with a menu icon. Below it, the 'Upload Parcels' section is titled 'Assign your deliveries here'. A vertical progress bar on the left shows two steps: '1 Order Details' and '2 Confirm Request'. The 'Parcel Selection' section contains a 'Delivery Mode' subsection with three radio button options: 'Region Assign Drivers' (with a red question mark icon), 'All My Drivers' (selected, with a red question mark icon), and 'Specific Driver' (with a red question mark icon). Below this is a box for uploading an excel file, with the text 'Upload details by excel file for multiple deliveries' and a large empty box with the instruction 'Drag and drop a file here or click'. To the right of this box is a 'Download Sample:' link with a green Excel icon and the text 'Sample.xlsx'. Below the upload box, it states 'Allowed file extensions: \*.xls and \*.xlsx file only' and features a large orange button labeled 'Upload Jobs Excel' which is 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<br>08:00 AM-12:00 PM | F7J5JY        | Ah Huat<br>+65<br>13148888 | Blk 121 Tampines St 12 - Singapore - 121510 | 11 Woodlands Close - #01-1 - Singapore - 737854 | timmie<br>Swap Driver | Pick up in Progress | View Cancel<br>Print Waybill |
| <input type="checkbox"/> | 31 Mar<br>08:00 AM-05:00 PM | VIJMCN        | Ah Huat<br>+65<br>13148888 | Blk 121 Tampines St 12 - Singapore - 121510 | 11 Woodlands Close - #01-1 - Singapore - 737854 | timmie<br>Swap Driver | Pick up in Progress | View Cancel<br>Print Waybill |
| <input type="checkbox"/> | 31 Mar<br>08:00 AM-11:00 AM | TLJGMJ        | Ah Huat<br>+65<br>13148888 | Blk 121 Tampines St 12 - Singapore - 121510 | 11 Woodlands Close - #01-1 - Singapore - 737854 | timmie<br>Swap Driver | Pick up in Progress | View Cancel<br>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

# 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<br>09:00 AM-01:00 PM | EXPRESS<br>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<br>10:00 AM-05:00 PM | <a href="#">View</a> |
| Item Picked Up | 3WEAN2        | Jeff     | Blk 123 Tampines Ave 1, #04-253 520123 | 24 Mar<br>10:00 AM-05:00 PM | <a href="#">View</a> |


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

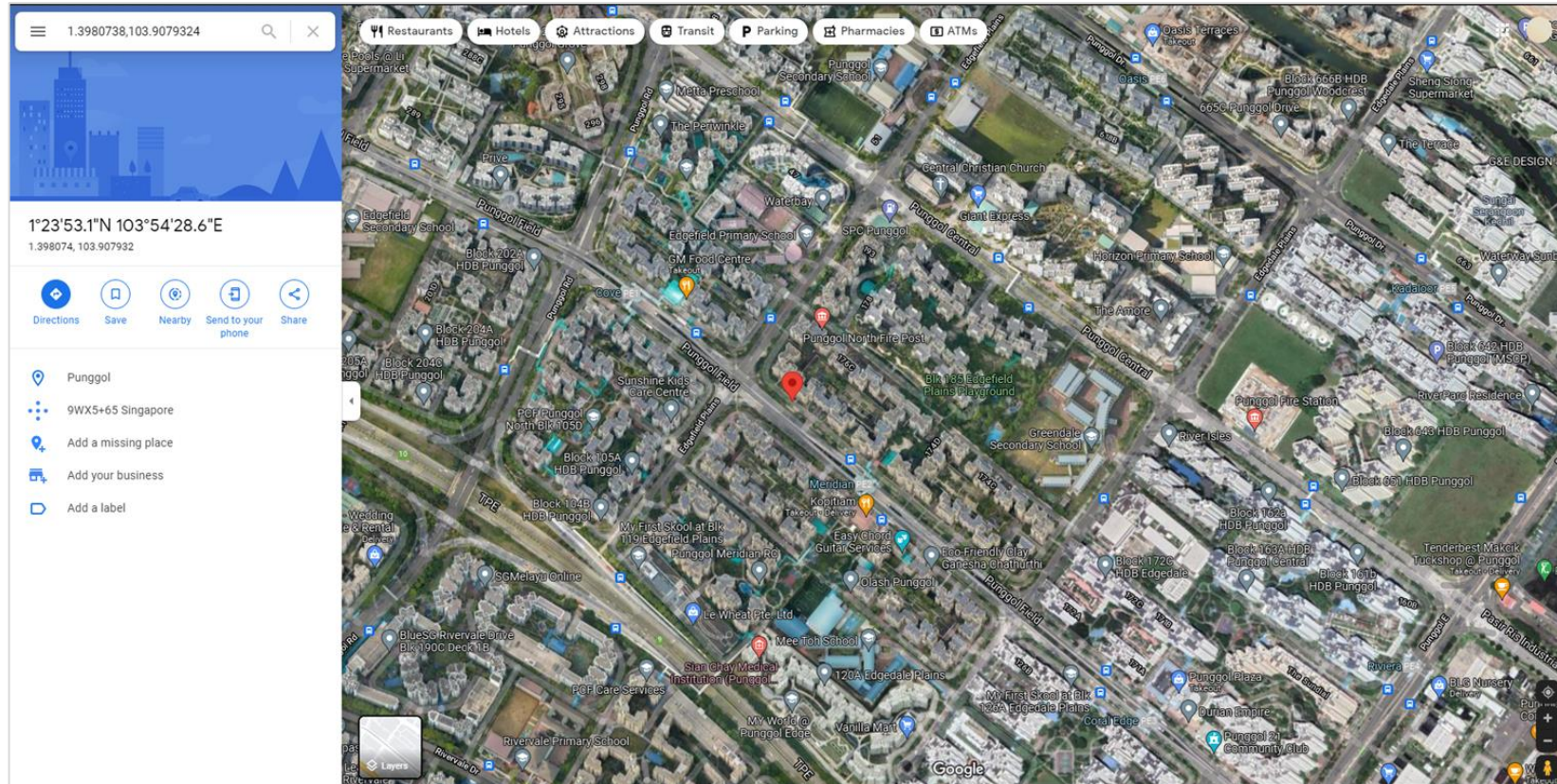
Back

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.

30

Route

# Manage Delivery

Job Details

Home > 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<br>09:00 AM-01:00 PM | RUSH<br>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<br>10:00 AM-05:00 PM | View    |
| Delivered     | CM8IJP        | Jeff     | Blk 123 Tampines Ave 1, #04-253 520123 | 24 Mar<br>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

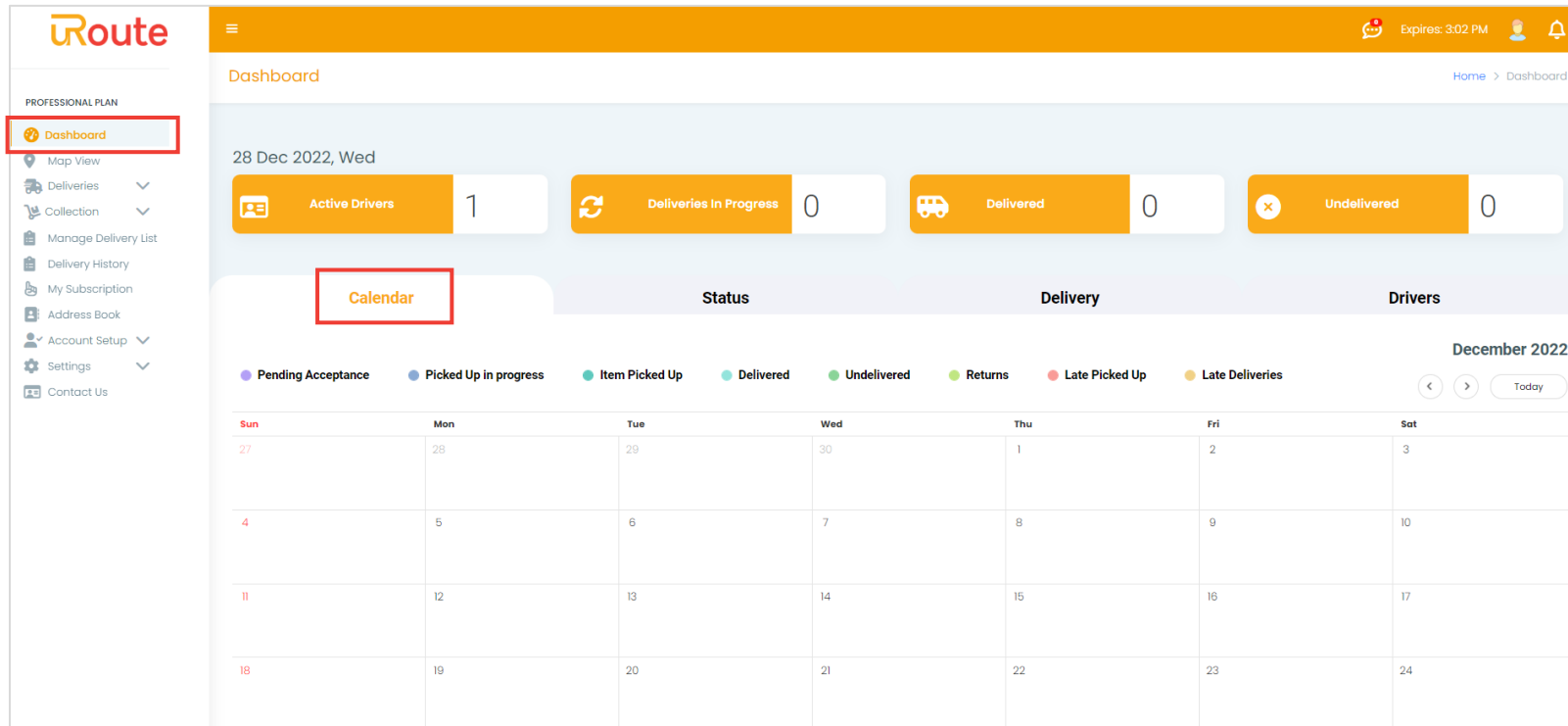
View

**Proof of delivery and parcel details** will be shown.

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



# Dashboard

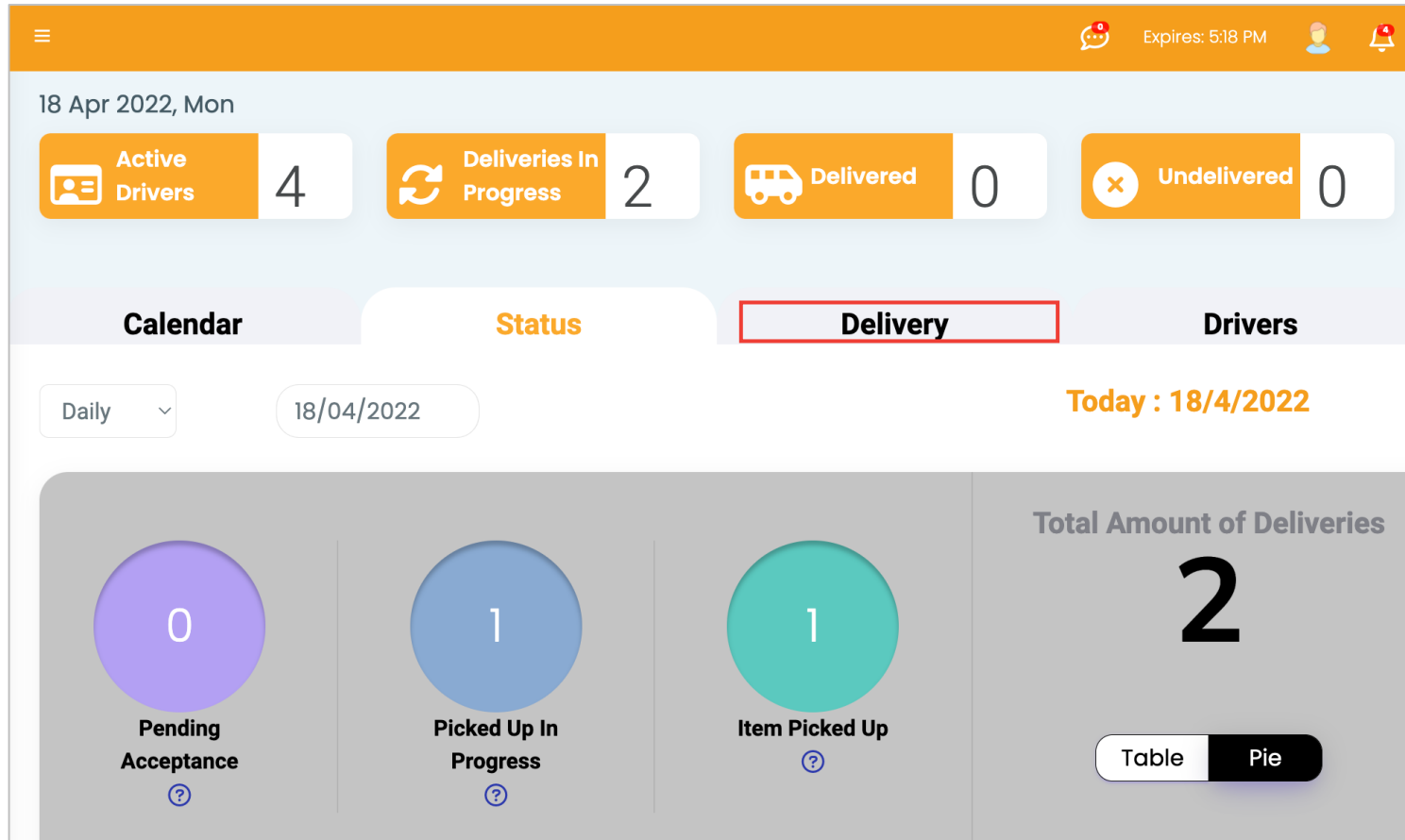


Under **Dashboard**, you can view your monthly deliveries and their status under Calendar.

*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

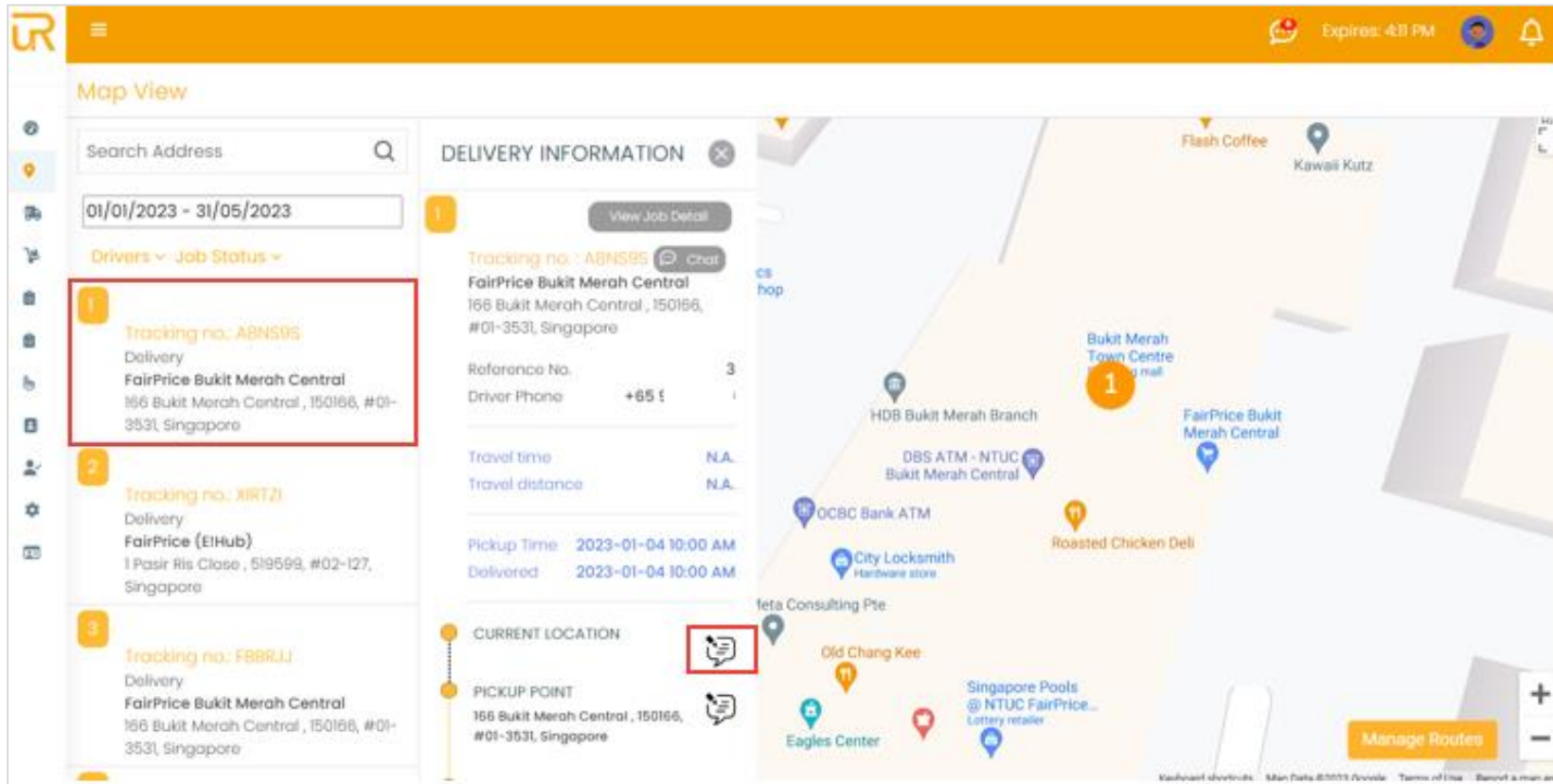
Monthly

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

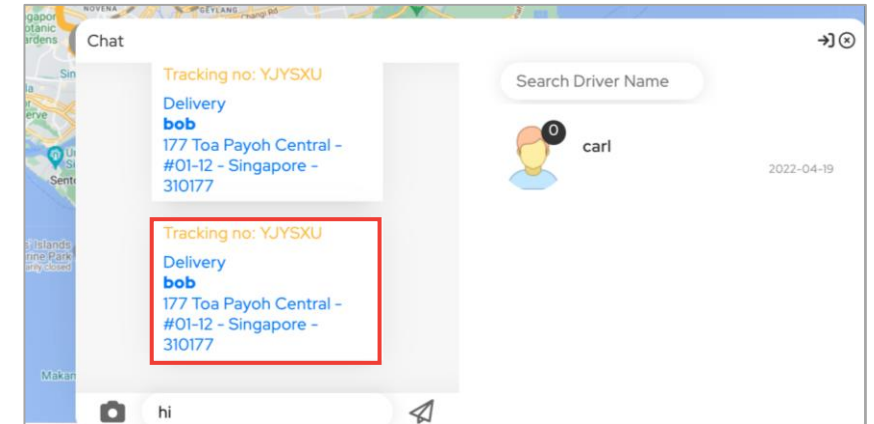
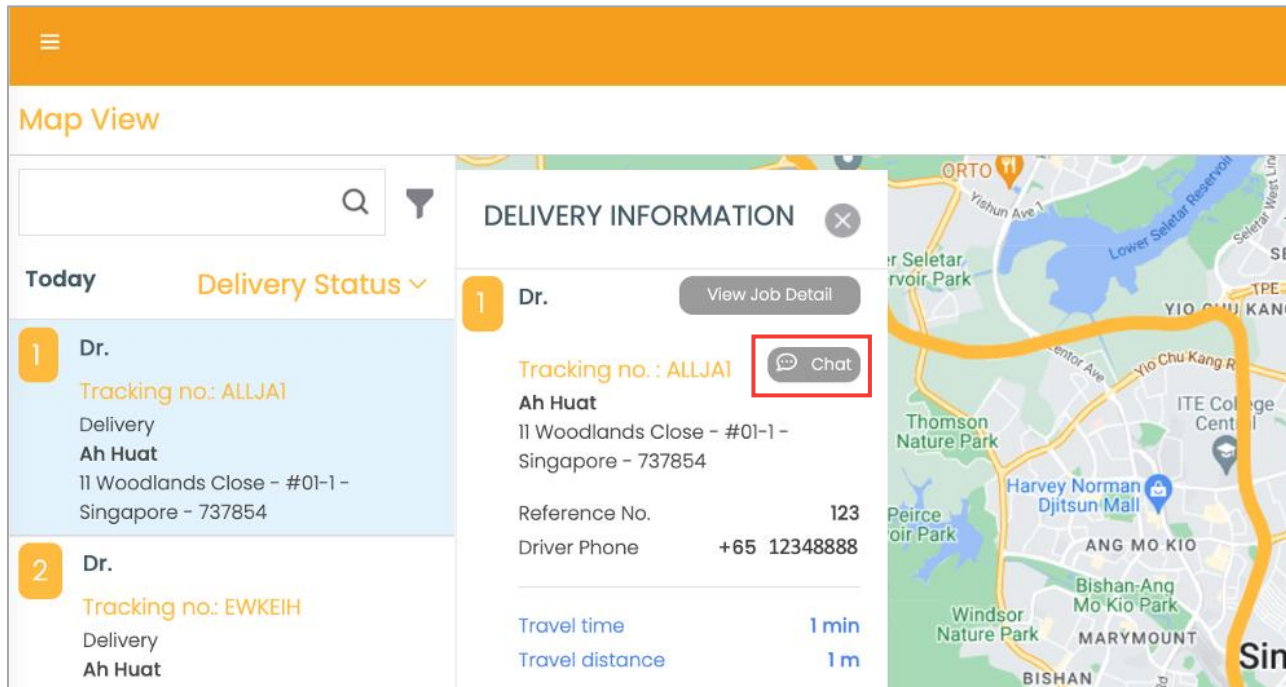


Under **Map View**, you can select any job to view the details and your driver's location/routes

If you wish to leave a message at any point during their delivery, click on the **comment** icon. This will leave a remark under the job details in-app.



# Map View



If you wish to contact the driver, use the **Chat** icon on any job to live chat your driver through the uRoute app.

You can check your chat notifications at the top bar for messages from drivers

# Map View

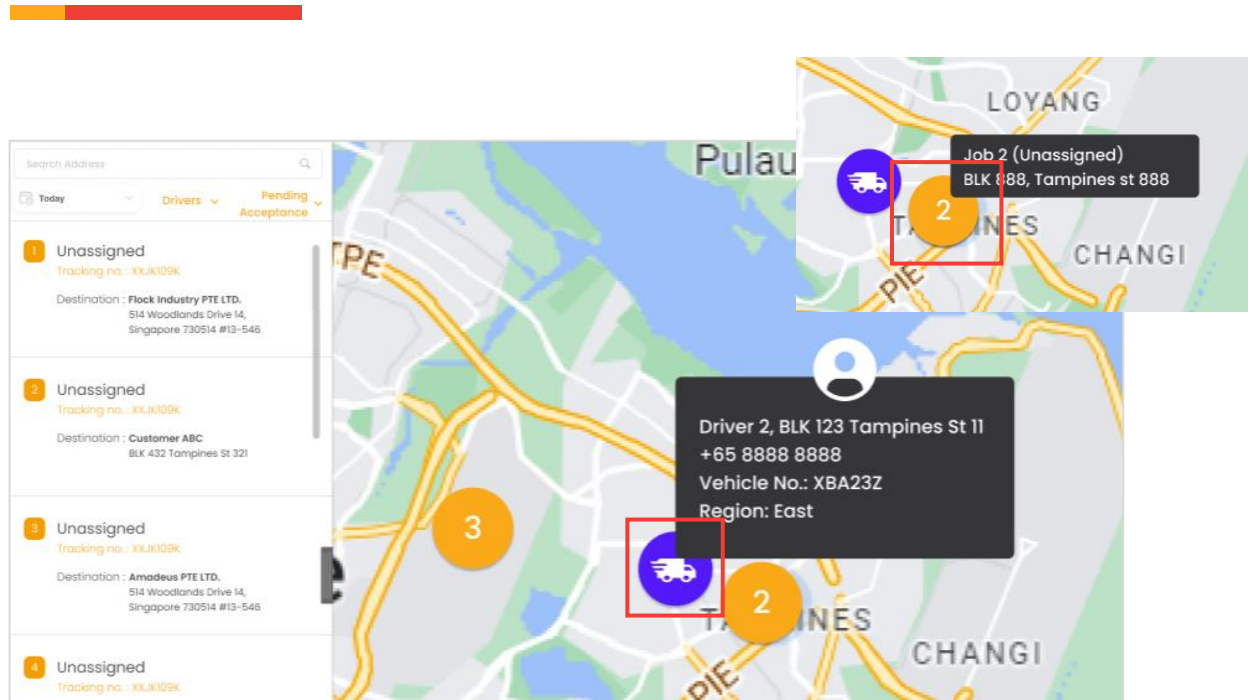
The screenshot shows the 'Map View' interface. At the top, there's a 'Search Address' field with a magnifying glass icon. Below it is a date range selector showing '01/01/2023 - 21/01/2023'. A calendar view is displayed below the date range, showing January and February 2023. The date '21' is highlighted in blue. At the bottom, there are 'Cancel' and 'Apply' buttons. The 'Apply' button is highlighted with a red box.

Use the **Search/Filter** functions to find specific deliveries based on delivery status, date & time or driver assigned.

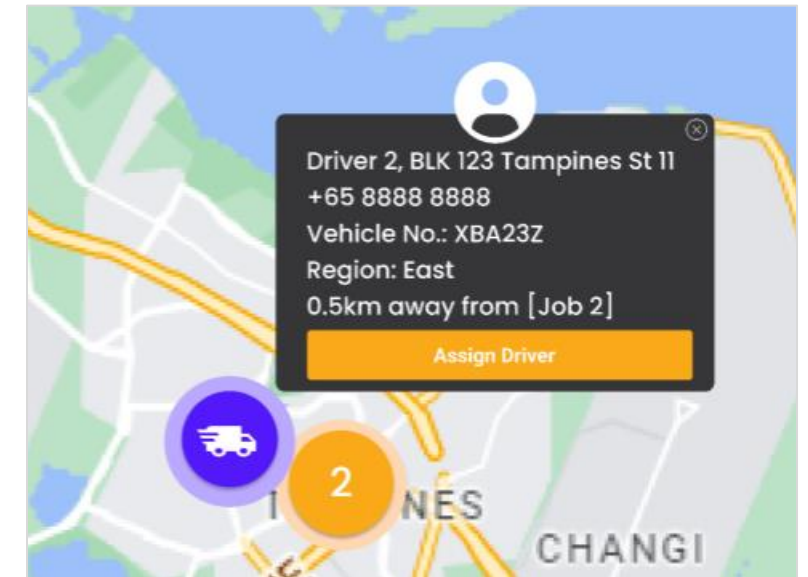
The screenshot shows the 'Map View' interface with a dropdown menu open. The dropdown menu has two sections: 'Drivers' and 'Pending Acceptance'. Under 'Drivers', there are checkboxes for 'Drivers', 'Driver 1', 'Driver 2', and 'Driver 3', all of which are checked. Under 'Pending Acceptance', there are checkboxes for 'Job Status', 'Pending Acceptance', 'Pick up in Progress', 'Item Picked Up', 'Delivered', and 'Undelivered'. The 'Pending Acceptance' checkbox is checked. The background shows a map with a location pin and some text: '4 Woodlands Drive 14, Singapore 730514 #13-5'.

You can also filter the driver dropdown and job status to assign pending jobs to nearby drivers.

# Map View



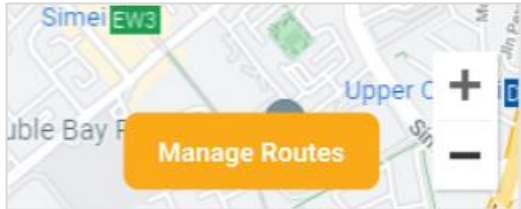
Hover on the **driver** or **job icon** to view more details



Click on the job and driver icons to assign the job. Click **Assign Driver**.



# Map View



Click on **Manage Routes** at the bottom right corner of the map

Map View

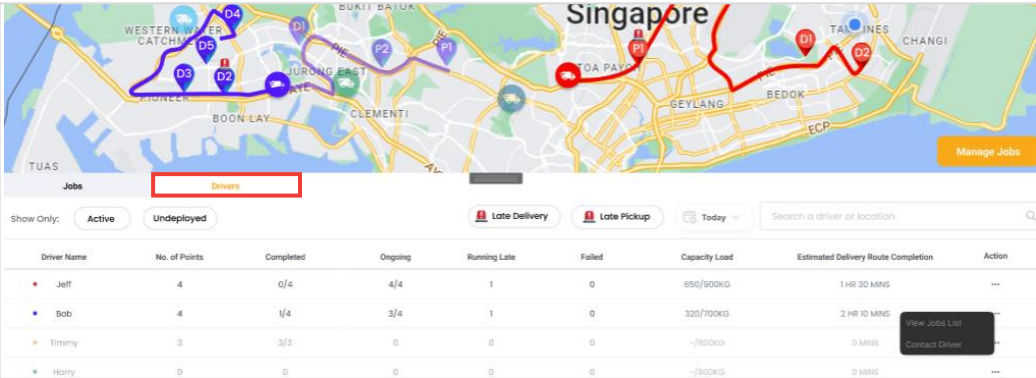
The main map view shows Singapore with various delivery routes marked by colored lines (purple, red, blue) and points labeled P1, P2, D1, D2, D3, D4, D5. A red box highlights the 'Jobs' tab in the bottom left corner. Below the map is a table of jobs with columns for Points, Live Status, Tracking ID, Driver Assigned, Delivery Timing, Delivery Date, Location, and Action. A red box highlights the 'View Shipment Details' and 'View Job Details' links in the Action column.

| Points | Live Status         | Tracking ID | Driver Assigned | Delivery Timing | Delivery Date | Location                       | Action  |
|--------|---------------------|-------------|-----------------|-----------------|---------------|--------------------------------|---|
| P1     | Late Pickup         | ASXQNZ      | Jeff            | 08 AM - 09 AM   | 23 Aug 2022   | Tampines St 12, #09-24, 123344 | <a href="#">View Shipment Details</a><br><a href="#">View Job Details</a> |
| P2     | Pick Up in Progress | EVUM4       | Jeff            | 08 AM - 09 AM   | 23 Aug 2022   | Tampines St 12, #09-24, 123344 |   |
| D1     | Pick up in Progress | OFVWH2      | Jeff            | 09 AM - 10 AM   | 23 Aug 2022   | Tampines St 12, #09-24, 123344 |   |
| D2     | Pickup in Progress  | OVEM22      | Jeff            | 09 AM - 10 AM   | 23 Aug 2022   | Tampines St 12, #09-24, 123344 |   |
| D3     | Pickup in Progress  | AP3X4L      | Jeff            | 09 AM - 10 AM   | 23 Aug 2022   | Tampines St 12, #09-24, 123344 |   |
| D4     | Pickup in Progress  | UG3N7       | Bob             | 09 AM - 10 AM   | 23 Aug 2022   | Tampines St 12, #09-24, 123344 |   |
| P1     | Late Pickup         | C02DKD      | Bob             | 09 AM - 10 AM   | 23 Aug 2022   | Tampines St 12, #09-24, 123344 |   |
| P2     | Pick up in Progress | ASXQNZ      | Bob             | 09 AM - 10 AM   | 23 Aug 2022   | Tampines St 12, #09-24, 123344 |   |

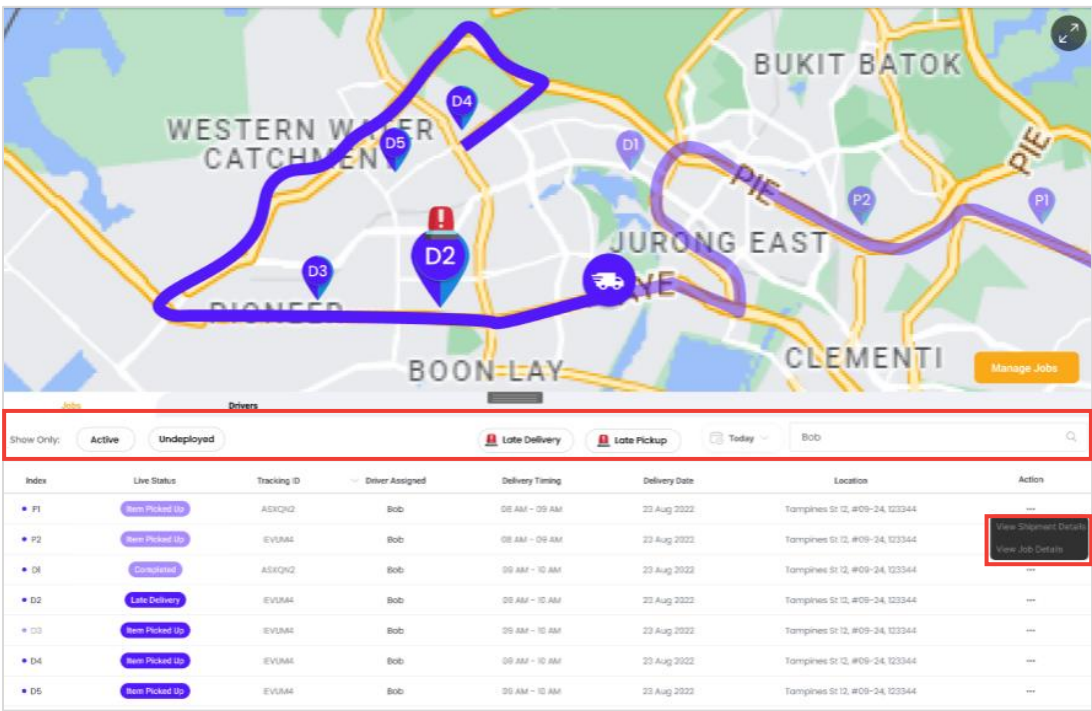
Here you can see the overall statistics for your daily jobs and the routes taken by your drivers.



# 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.

# uParcel API

**Settings**

- API Integration
  - UParcel API Integration**
  - Credit Card
  - E-wallet
  - SMS

uParcel API Key:

uParcel Secret Key:

☒ SANDBOX ☐ LIVE

Save

Outsource Deliveries to uParcel feature is only available for users in Singapore.

The customer must have an account with uParcel, and the uParcel API credentials to link uRoute to uParcel.

Go to **Settings > uParcel API Integration**. Key in uParcel API & Secret Keys and select the environment (Sandbox or Live) and **Save**. For Sandbox selection, Jobs will push to uParcel UAT and for Live Jobs will push to uParcel Production.

After API keys setup, select uParcel Drivers when Assigning Deliveries.

# URoute



Contact [sales@uroute.co](mailto:sales@uroute.co) for a live demo



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



[www.uroute.co](http://www.uroute.co)

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