

The logo for URoute, featuring a stylized 'UR' in yellow and 'oute' in red, all in a bold, sans-serif font.

# URoute

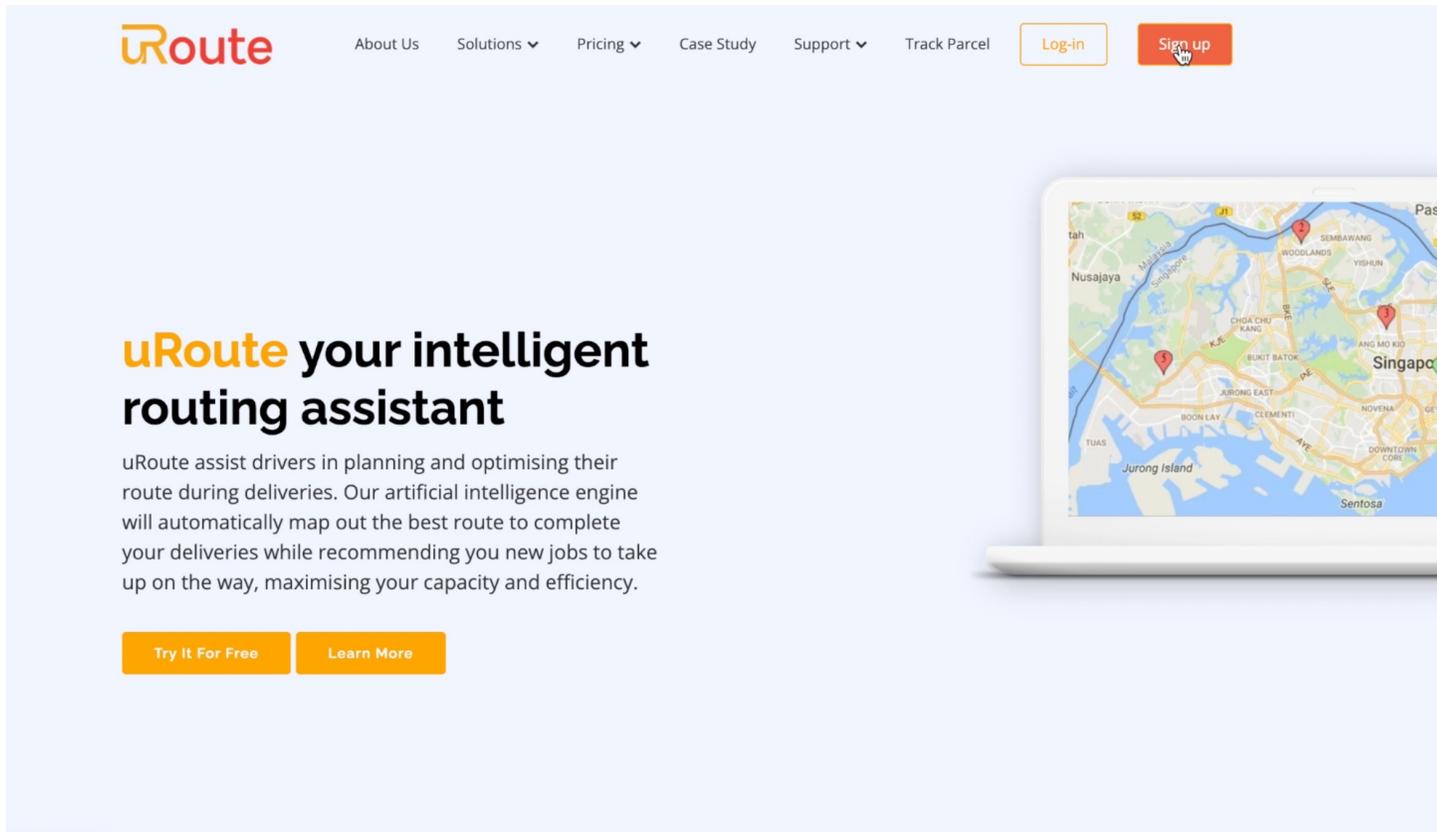
Your Intelligent Routing Assistant

## Web Admin User Guide

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# Setting up Profile



## New Users

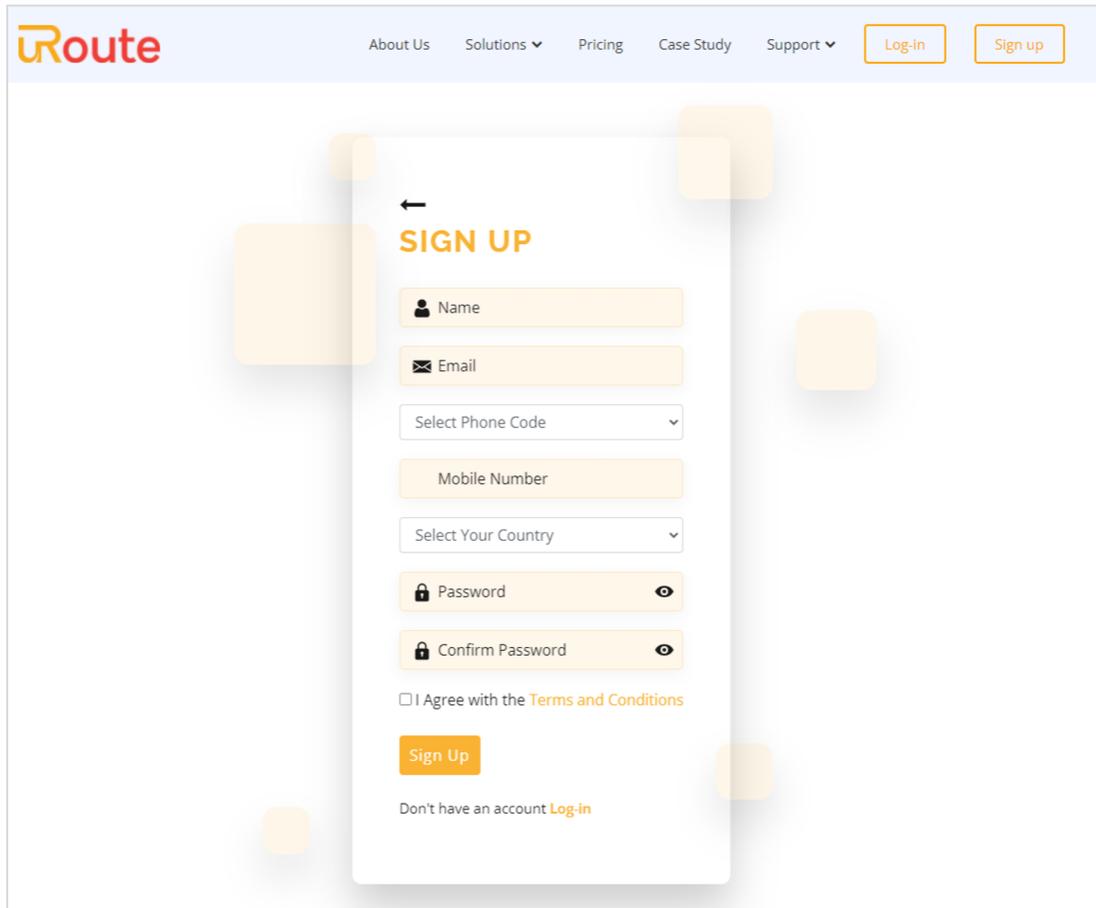
Go to [www.uroute.co](http://www.uroute.co)

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



The screenshot shows the Route website's navigation bar with the logo and links for About Us, Solutions, Pricing, Case Study, Support, Log-in, and Sign up. A modal window titled 'SIGN UP' is displayed, containing the following fields and options:

- Name
- Email
- Select Phone Code (dropdown)
- Mobile Number
- Select Your Country (dropdown)
- Password (with eye icon)
- Confirm Password (with eye icon)
- I Agree with the [Terms and Conditions](#)
- Sign Up button
- Don't have an account [Log-in](#)

## 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.*

Please enter Mobile number to receive OTP. Landlines **will not** be able to receive OTP

# Setting up Profile

My Profile Home > My Profile

Name  
Bob

Company Name  
Company Name

Company Contact Number  
+65 12345678

Reference Number  
Reference Number

Postal Code  
Postal Code

Address  
address

Profile Image  


Company Logo  


## After Login:

1. **Update** profile
2. **Fill in** Company address and contact number
3. **Add company logo** so that the waybill generated from uRoute will show your logo

# Subscription Plans

Route

Expires: 4:30 PM

My Subscription

Home > My Subscription

Subscription History

Subscription Details

| Professional Plan: 08-03-2022 To 08-03-2023 | Drivers |
|---|---------|
| Base:                                       | 1       |
| Additional Agents (Professional Plan):      | 19      |
| Total No. of Drivers (Base + Additional):   | 20      |

Next Invoice:

| Product:      | Quantity | Price         |
|---------------|----------|---------------|
| Total:        |          | S\$           |
| Renewal Date: |          | March 8, 2023 |

Manage Additional Drivers Cancel Subscription

Navigate to 'My Subscription'

All new registered account will be on Starter Plan (free forever). However, Admin can add **only 1** driver.

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

# Subscription Plans

### Growth Plan

- Everything from Starter Plan
- Dispatcher Web Portal
- Everything from Starter Plan
- iOS/Android Driver App
- Everything from Starter Plan
- SMS Notifications (Charged Separately \$0.03/SMS)
- Everything from Starter Plan
- Track GPS of Drivers
- Everything from Starter Plan
- Optimized Routing Engine
- Everything from Starter Plan
- Reviews For Drivers
- Everything from Starter Plan
- Scan QR Code
- Everything from Starter Plan
- Favourite Addresses
- Everything from Starter Plan
- Upload/View PDF

Attachments

- Everything from Starter Plan
- Export Data in Spreadsheet
- Everything from Starter Plan
- Email Notifications to Recipients

Recipients

- Everything from Starter Plan
- Spreadsheet Import/Upload
- Everything from Starter Plan
- Waybill Labels (with your brand)
- Everything from Starter Plan
- Assign Regions/Routes to drivers

[Switch](#)  
\$20.00/month

### Payment Information

Name on Card

Email

Contact Number

Card Details

Amount Due Now: **20.00** (Prorated to remaining time \*\*Amount charged can vary based on time payment is submitted)

[Back](#) [Submit Payment](#)

To upgrade, click **‘Switch’** under your desired plan and enter **Name, Email, Contact Number and Payment Details** and click **“Submit Payment”** to confirm.

# Subscription Plans

Switching from Professional Plan to Growth Plan ✕

|  |                   |
|--|-------------------|
| Current Plan:  | Professional Plan |
| New Plan:  | Growth Plan       |
| Effective From:  | 27-10-2021        |
| Payable Next Invoice: (27-10-2021)   | S\$ 40.00 SGD     |
| Payable Now<br>(Amount is pro-rated based on remaining days to next renewal of base plan): | 0.00 SGD          |

[Back](#) [Confirm](#)

Customers can **upgrade** or **downgrade plans** based on their requirements.

*Amount is prorated based on remaining days to next renewal of base plan*

# 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. See the features of our plans [here](#).

# Add Drivers

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

Expires: 2:31 PM

## My Drivers

Home >

Name Email Contact Number

Status Month Year

Select Status Select Month 2022

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   |
|------|----------------|------------------|------------------|--------|-----------|-------------------|-------------------------------|--|
| Test | test@gmail.com | +65<br>123456555 | 123              | Active | Full Time | No                | 0<br><a href="#">View All</a> | <a href="#">View</a> <a href="#">Edit</a><br><a href="#">Statement</a> |

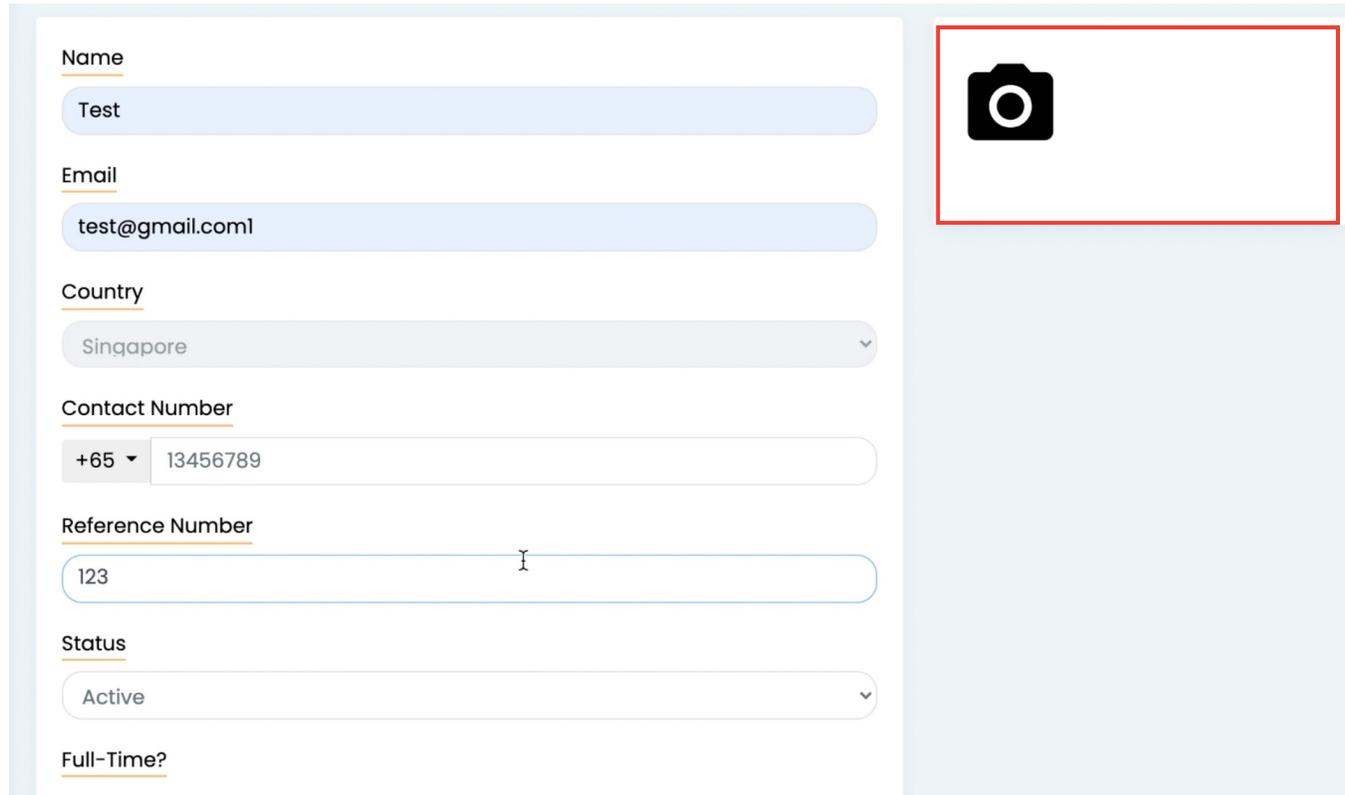
Navigate to **My Drivers** tab.

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

Customers can **only** use the **“Bulk Add Driver”** function if they are under Growth plan or higher tier.

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

# Add Drivers



The screenshot shows a form for adding a driver. The form fields are as follows:

- Name:** Test
- Email:** test@gmail.com1
- Country:** Singapore
- Contact Number:** +65 13456789
- Reference Number:** 123
- Status:** Active
- Full-Time?:** (checkbox)

A red box highlights a camera icon in the top right corner of the form area, indicating where to upload a profile image.

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.

Simply **download** the sample excel and edit the fields accordingly.

# Address Book

**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

**Address Book** Home > Address Book

**Name**

**Contact**

**Address**

**Email(Optional)**

**Save Address** **Clear**

**Suggested Address** Show 10 entries

| Name    | Contact  | Address   | Email | Action                               |
|---------|----------|---|-------|--------------------------------------|
| Ah Huat | 13148888 | 11 Woodlands Close - #01-1 - Singapore - 737854 |       | <a href="#">✎</a> <a href="#">🗑️</a> |
| Bob     | 12345678 | Blk 121 Tampines St 12 - Singapore - 121510     |       | <a href="#">✎</a> <a href="#">🗑️</a> |

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

# Delivery/Collection Type

Route

Expires: 2:31 PM

Delivery/Collection Type

Home > Delivery/Collection Type

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

Add Delivery/Collection Type

Show 10 entries Search: \_\_\_\_\_

| Delivery Type | Type | Status | Created On | Action   |
|---------------|------|--------|------------|--|
| RUSH          | Both | Active | 22.03.2022 | <a href="#">Edit</a><br><a href="#">Delete</a> |
| SAME DAY      | Both | Active | 22.03.2022 | <a href="#">Edit</a><br><a href="#">Delete</a> |
| EXPRESS       | Both | Active | 08.03.2022 | <a href="#">Edit</a><br><a href="#">Delete</a> |

Showing 1 to 3 of 3 entries Previous 1 Next

## Navigate to **Collection/Delivery Type**

Here, you can customize your own timeframe for your delivery/pickup assignments.

# Delivery/Collection Type

Add Delivery/Collection Type Home > Add Delivery/Collection Type

**Type**  
Both

**Name**  
RUSH

**Delivery In Hours**  
1

**Start Time** 0 Hr **End Time** 0 Hr

**Status**  
Inactive

Save Cancel Delete

**Fill in the details accordingly**

**Type** - Is it for Collection or Delivery?

**Delivery in Hours** - Refers to the number of hours for delivery timeframe.

**Status** - You can deactivate this delivery type if not in use.

# Parcel Size

**Route**

Expires: 12:43 AM

Parcel Size

Home > Parcel Size

**Add Parcel Size**

Show 10 entries

Search: \_\_\_\_\_

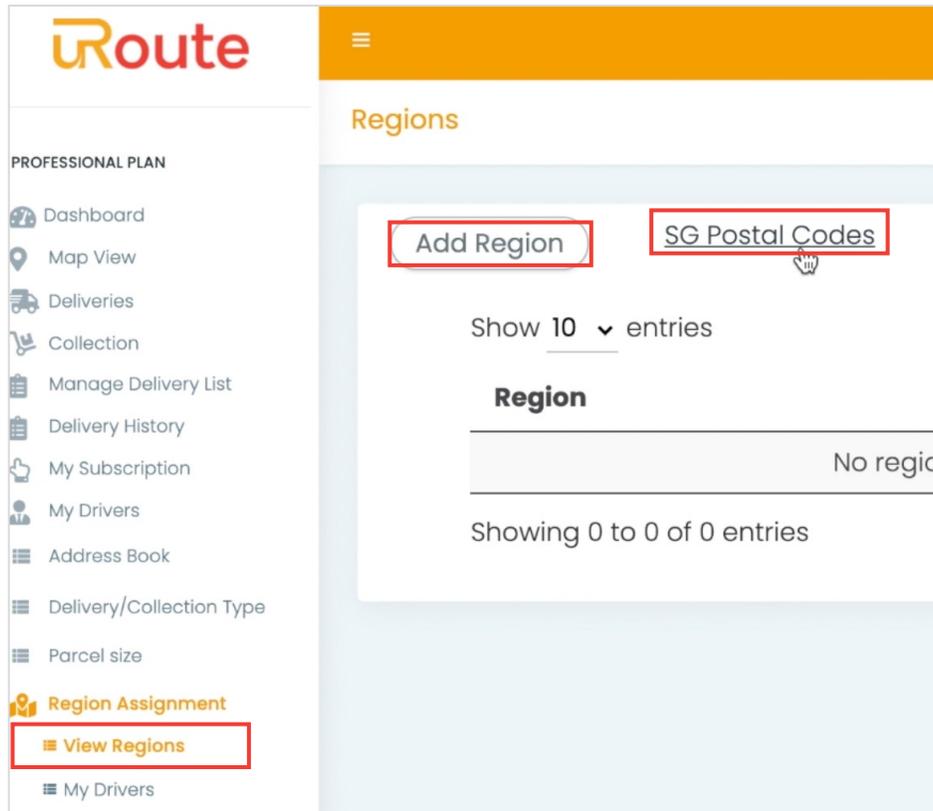
| Parcel Size Name           | Volume (cm <sup>3</sup> ) | Weight (KG) | Status   | Created On | Action               |
|----------------------------|---------------------------|-------------|----------|------------|----------------------|
| <80 cm (H+L+W) & max 5kg   | 80                        | 5           | 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

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

# Region Assignment



Navigate to **Region Assignment > View Regions** 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

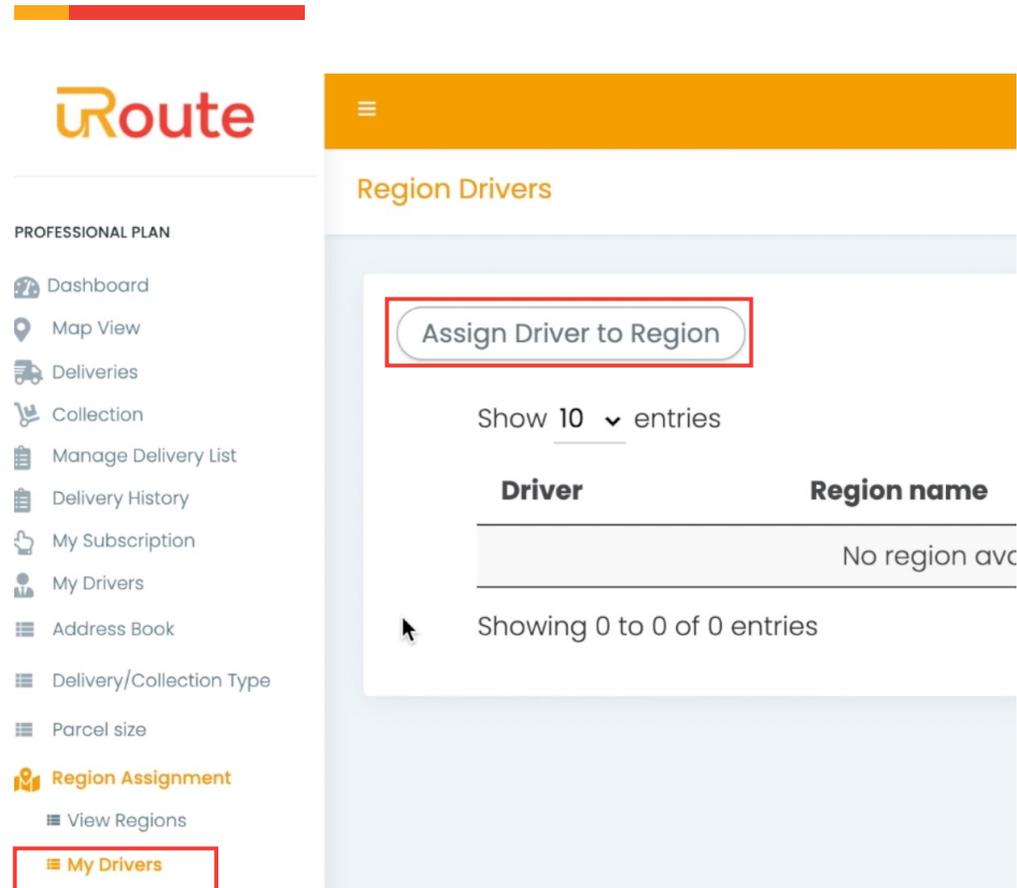
The screenshot shows the uRoute interface for 'Region Drivers'. On the left, a sidebar lists various features under 'PROFESSIONAL PLAN', with 'My Drivers' highlighted in a red box. The main content area features a header 'Region Drivers', a button 'Assign Driver to Region', a dropdown menu set to '10 entries', and a table with one driver named 'Test'. Below the table, it says 'Showing 1 to 1 of 1 entries'.

Navigate to **Region Assignment > My Drivers**

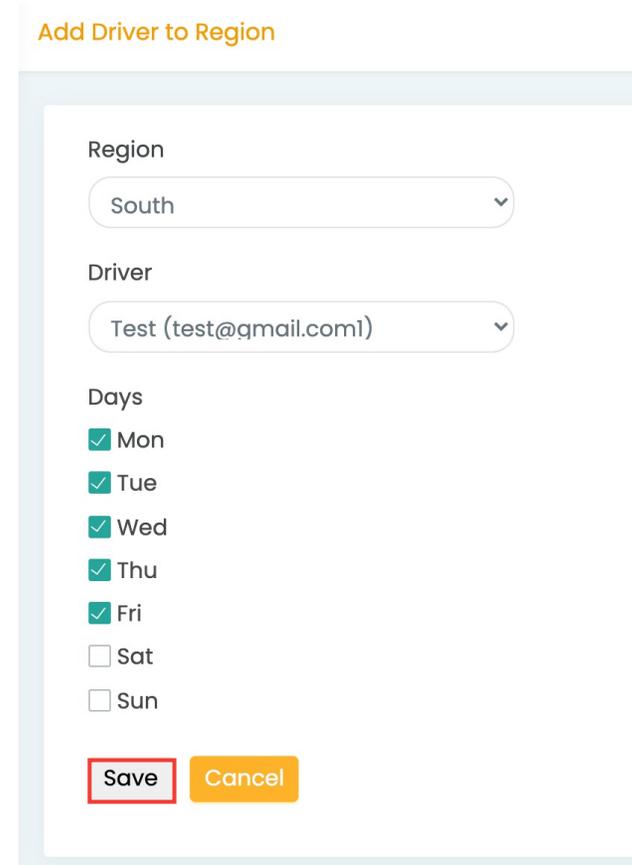
Click on **Assign Driver to Region** to assign your newly created regions to your drivers.

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

# Region Assignment



Click **Region Assignment > My Drivers**  
Then click **Assign Driver to Region**



Select the **Region** and **Driver**, then **tick the boxes** to select which **days** the driver will be assigned to the **particular region**.

# SMS Settings

**Route**

SMS Settings

Pickup Item SMS

Delivered Item SMS

SMS Charges applies and will be deducted from your E-wallet. Please Top-up your E-wallet [here](#) .  
SMS will not be sent if your E-wallet has insufficient balance to be deducted. Refer to the SMS Rates [here](#) .

Save

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

## 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\*

# Assign Delivery

Expires: 10:34 AM

1 Pickup Details

2 Parcel Selection

3 Confirm Request

### Pickup Details

Contact Person :  Phone Number

Pickup Location

Add Location

Vehicle Mode Required:

All  Van  Lorry  Car  Motorbike

Delivery Mode

Region Assign Drivers  All My Drivers  Specific Driver

Pick Up Date :

Pick Up Time:  To:

I need parcel to be delivered in 1 hour

\* If Pick Up Time is not available/visible, please select next date.

Pickup Remarks (Optional):

Select From Favorite Addresses

Search

Or you can add new by clicking here

Ah Huat, 13148888 11 Woodlands Close - #01-1 - Singapore - 737854

Bob, 12345678 Blk 121 Tampines St 12 - Singapore - 121510

**Under Step 1 - Pickup Details** Fill in sender details

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

**Delivery Mode** - Under Free Plan, there is only 1 mode which is 'All My Drivers'.

To assign jobs to specific drivers, please sign up Growth plan and above.

# Assign Delivery

Add Location

Address:  
Blk 121 Tampines St 12 - Singapore -

Postal Code :  
121510

Unit Number (optional):

Country:  
Singapore

Close Save and Add to Favourites Save

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?

Select Driver :

Customers can Assign jobs to Specific Drivers.  
***\*Only on Growth plan and above\****

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

# Assign Delivery

Expires: 10:34 AM

1 Pickup Details  
2 Parcel Selection  
3 Confirm Request

**Parcel Selection**

**Receiver Name:** Ah Huat **Receiver Phone:** +65 13148888

**Receiver Email (Optional):**

**Drop Off Location:**  
Add Location  
11 Woodlands Close - #01-1 - Singapore - 737854

**Add Attachment:**  
Choose file No file chosen

**Select Parcel Size:**  
<60 cm (H+L+W) & max 1kg

**Delivery Type:**  
EXPRESS

**Drop off Time:** 10:00 AM **To:** 10:00 AM

**Cash On Delivery Amount**

**Reference Number (Optional):**

**Delivery Remarks**

Select From Favorite Addresses  
Search  
Or you can add new by clicking here  
Ah Huat, 13148888 11 Woodlands Close - #01-1 - Singapore - 737854  
Bob, 12345678 Blk 121 Tampines St 12 - Singapore - 121510

## 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

**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.

# Manage Delivery

1  
Order Details

2  
Confirm Request

## Parcel Selection

**Delivery Mode**

Region Assign Drivers  All My Drivers  Specific Driver  uParcel Drivers

**Select Agents**

Thomas

Select All Deselect All

Upload details by excel file for multiple deliveries

Drag and drop a file here or click

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

Upload Jobs Excel

Download Sample: [Sample.xlsx](#)

Next

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

Route

Expires: 11:53 PM

From Pickup Date: From pickup date

To Pickup Date: To pickup date

Download Deliveries

Search

Select All

Print Selected Order(s) Waybill

Cancel Selected Order(s)

Swap/Assign Driver

Show 10 entries

Search:

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

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

- **Print waybills**
- **Cancel orders**
- **Swap/assign Drivers**

# Manage Delivery

The screenshot shows the URoute 'Manage Delivery' interface. At the top, there's a navigation bar with the URoute logo, a menu icon, and the text 'Expires: 7:07 PM' next to a user profile icon. Below this is a dashboard with six status cards: 'Pending Acceptance' (0), 'Pickup In-Progress' (0), 'Picked Up' (9), 'Undelivered' (0), 'Cancelled' (0), and 'Delivered' (0). The main content area has a search bar and filters for 'From Pickup Date' and 'To Pickup Date'. There are buttons for 'Search', 'Download Deliveries', 'Print Selected Order(s) Waybill', 'Cancel Selected Order(s)', and 'Swap/Assign Driver'. A table below shows a list of delivery orders with columns for Pickup Date, Tracking Code, Receiver, Pickup, Drop Off, Driver, Status, and Detail. The first row shows an order for 24 Mar 09:00 AM-01:00 PM with tracking code GCH2DW, 3WEAN2, receiver Jeff +65 88888888, pickup address 251 Bishan Street 22, #08-400 570251, drop-off address Blk 123 Tampines Ave 1, #04-253 520123, driver Dr., and status 'Item Picked Up'. A 'View' button is highlighted in the 'Detail' column.

| Pickup Date              | Tracking Code  | Receiver          | Pickup                               | Drop Off                               | Driver | Status         | Detail               |
|--------------------------|----------------|-------------------|--------------------------------------|--|--------|----------------|----------------------|
| 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 | <a href="#">View</a> |

**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** Expires: 7:07 PM

**Job Details** Home > Job Details

Submitted 24-Mar-2022

Back [Print Waybill](#)

**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 | <a href="#">View</a> |
| Item Picked Up | 3WEAN2        | Jeff     | Blk 123 Tampines Ave 1, #04-253 520123 | 24 Mar 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

**Route**  
6589 8763  
WWW.ROUTE.CO



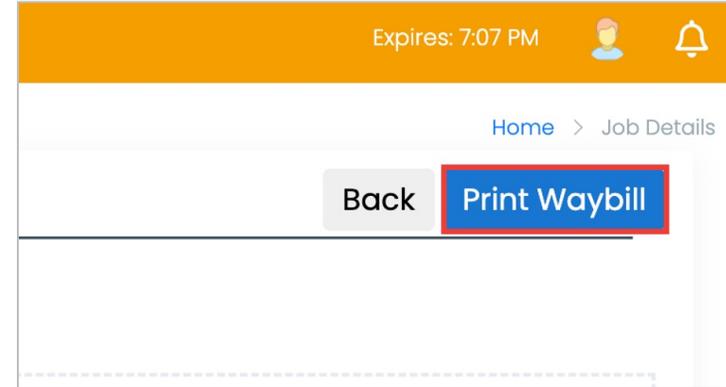
**FROM:** Joe  
**CONTACT:** 65  
**ADDRESS:** 251 Bishan Street 22, #08-400 570251  
**PICKUP DATE:** March 24, 2022  
**PICKUP TIME:** 09:00 AM-01:00 PM

**REMARKS:** NIL

**TO:** Jeff  
**CONTACT:** 88888888  
**ADDRESS:** Blk 123 Tampines Ave 1, #04-253 520123

**REMARKS:** NIL

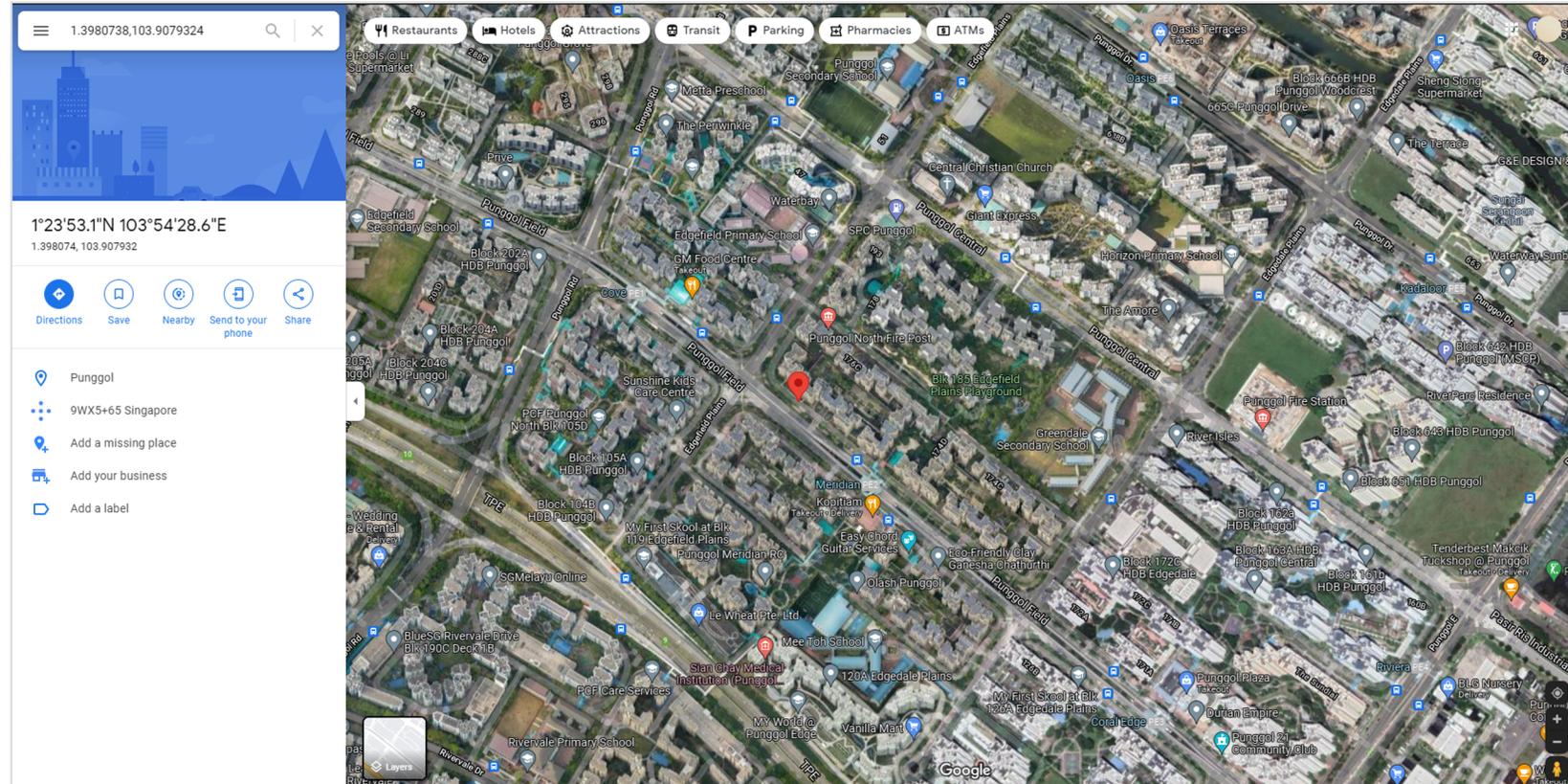
**TRACKING:** 3WEAN2  
**REFERENCE NUM:** None  
**DELIVERY TYPE:** EXPRESS  
**DELIVERY DATE:** March 24, 2022  
**DELIVERY TIME:** 10:00 AM-05:00 PM  
**DELIVERY SIZE:** Documents X 1



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

The screenshot shows the URoute 'Delivery History' interface. On the left is a navigation menu with 'Delivery History' highlighted. The main content area includes search and filter options, a 'Download Delivery History' link, and a table of delivery records. The table has columns for Driver, Pickup Date, Tracking Code, Receiver, Pickup, Drop Off, and Detail. A single entry is shown for a driver named 'Dr.' on '24 Mar' with tracking code 'CQ100W, CM8IJP'. The 'Detail' column for this entry contains a 'View' button, which is highlighted with a red box. Below the table, it says 'Showing 1 to 1 of 1 entries' and includes pagination controls for 'Previous', '1', and 'Next'.

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

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

# 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 | <a href="#">View</a> |
| Delivered     | CM8IJP        | Jeff     | Blk 123 Tampines Ave 1, #04-253 520123 | 24 Mar<br>10:00 AM-05:00 PM | <a href="#">View</a> |

You can click on Print PDF to print the details.

To download your deliveries in excel, you need to subscribe to Growth or higher tier plans.

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

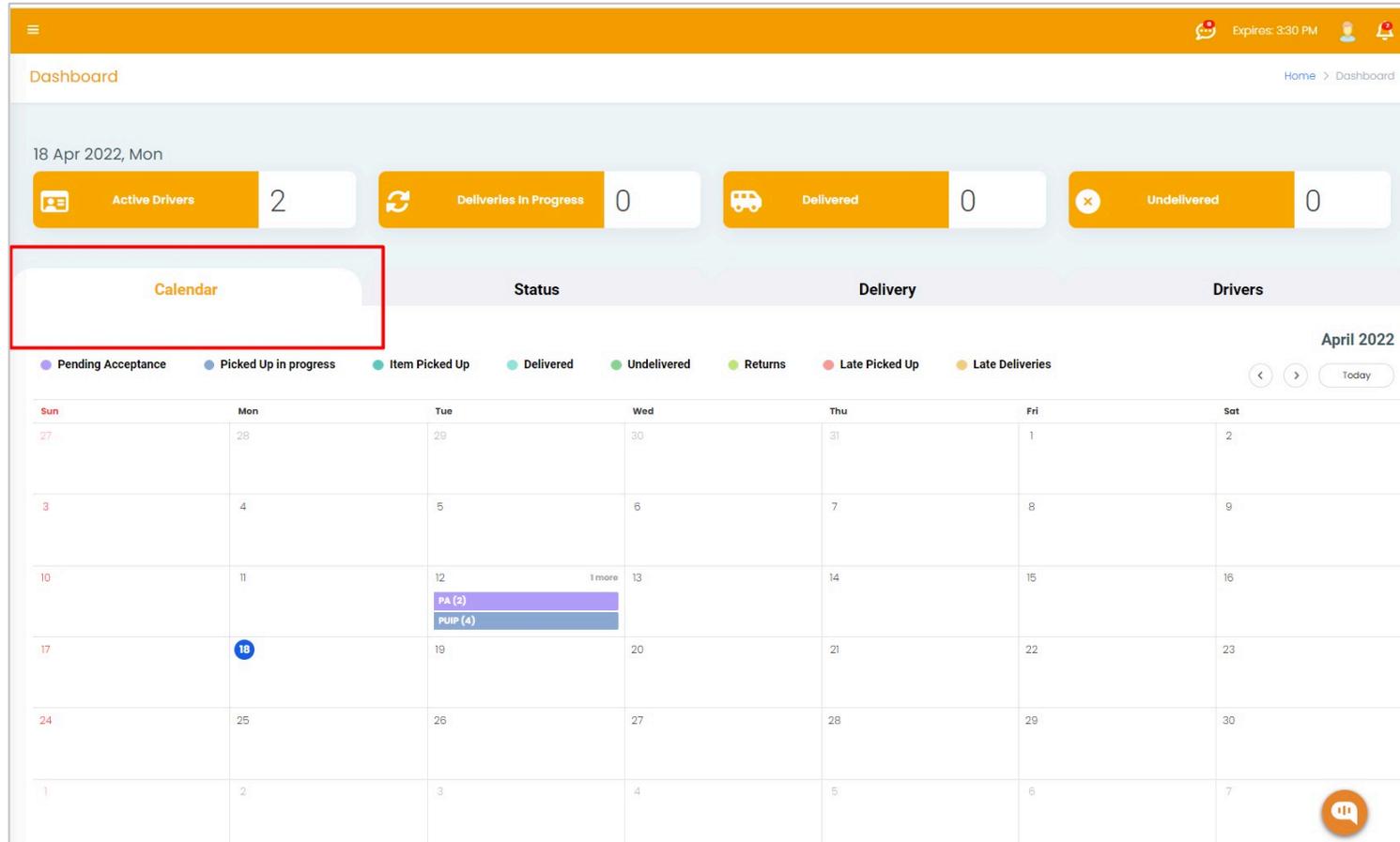
# Manage Delivery

The screenshot displays the 'Manage Delivery' interface in the Route app. At the top, it shows the date and time: '24 March 2022, 03:04 PM'. Below this, a warning message reads 'Fragile item, please handle with care'. The interface is divided into several sections: 'QR Code' with a QR code, 'Package Image' showing a photo of a package with a house number '1233', 'Delivered Signature' with a handwritten signature, and 'Delivered By' with the name '24 March 2022, 03:01 PM'. At the bottom, there is a 'Remarks' field and two buttons: 'Insert Comments' and 'Close'. The background shows a sidebar menu with options like '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', and 'Contact Us'. On the right, a 'Remark' section shows 'N.A.' and a 'Details' section with 'View' buttons.

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

To download your deliveries in excel, you need to subscribe to Growth or higher tier plans.

# Dashboard

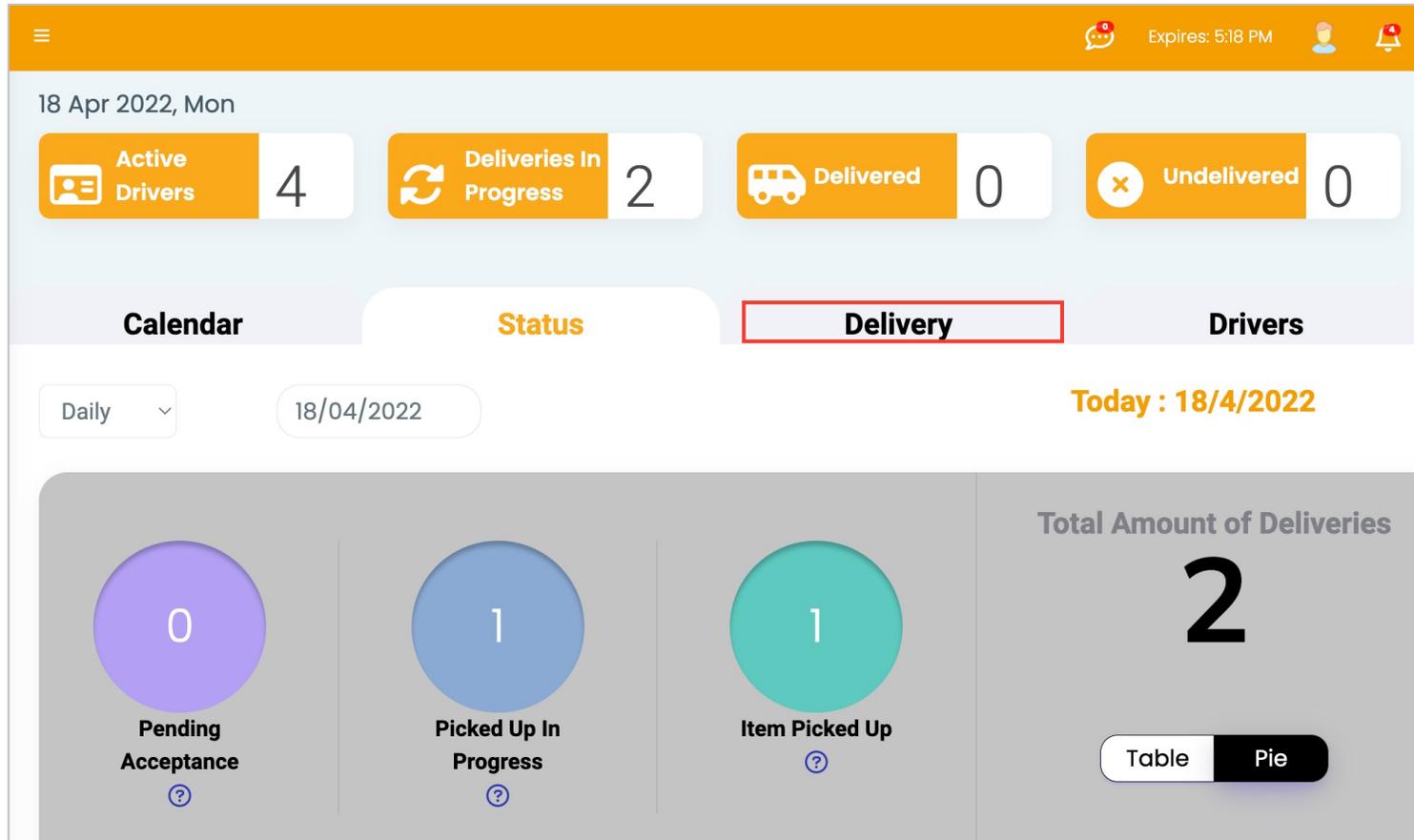


Under **Dashboard**, you can view your monthly deliveries and their status under Calendar.

*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

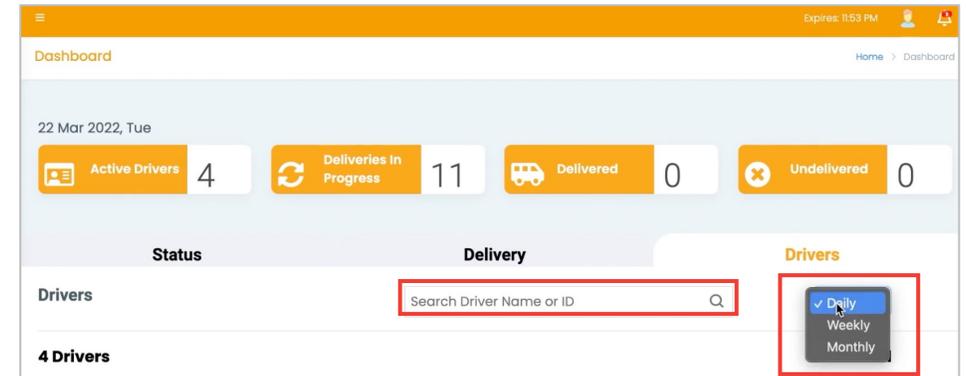
Previous 1 Next

### 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: 11:53 PM

Dashboard

22 Mar 2022, Tue

Active Drivers 4

Deliveries In Progress 11

Delivered 0

Undelivered 0

Status Delivery Drivers

Search Driver Name or ID

4 Drivers

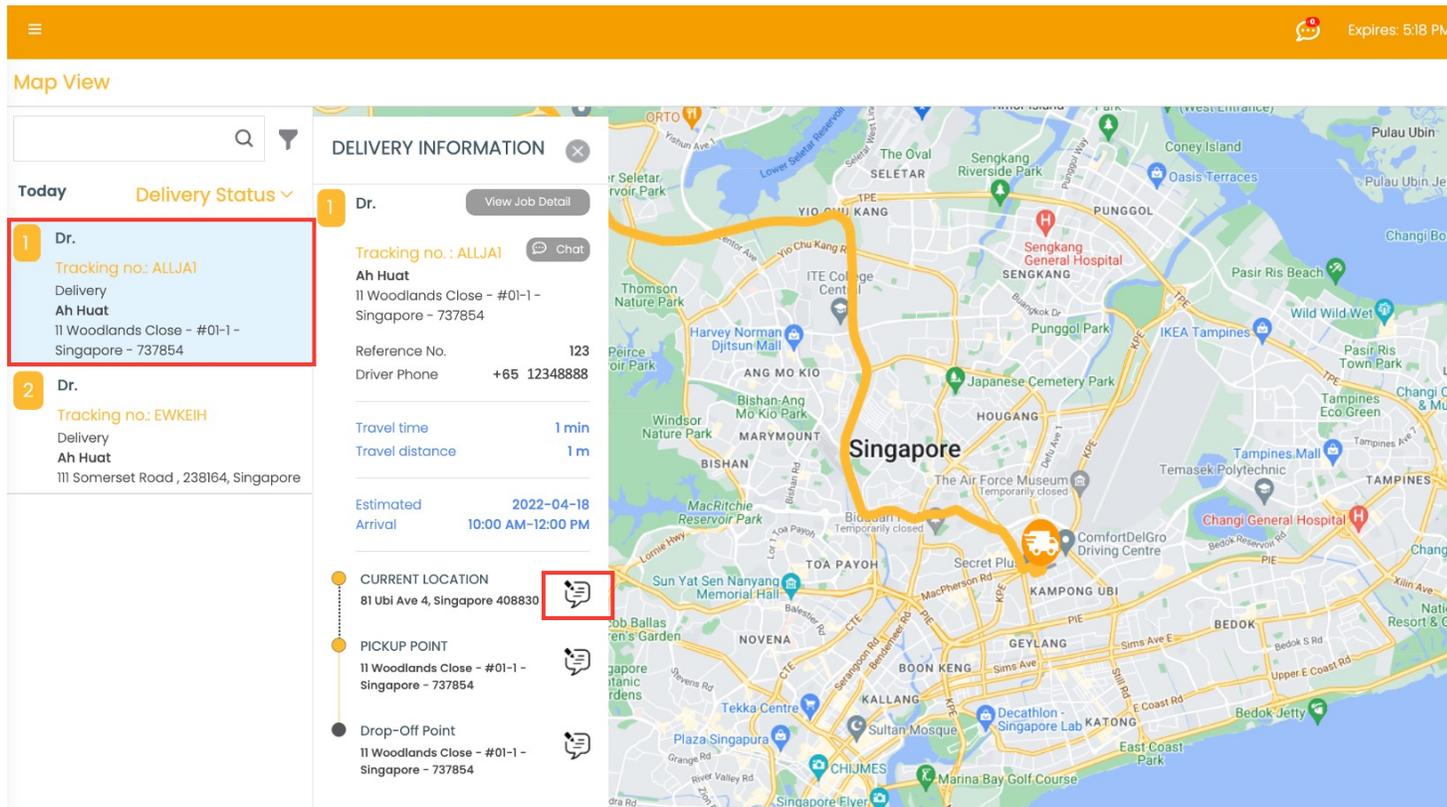
Daily Weekly Monthly

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

**DELIVERY INFORMATION**

**Dr.** View Job Detail Chat

**Tracking no. : ALLJAI**

**Ah Huat**  
11 Woodlands Close - #01-1 - Singapore - 737854

Reference No. 123  
Driver Phone +65 12348888

Travel time 1 min  
Travel distance 1 m

Estimated Arrival 2022-04-18 10:00 AM-12:00 PM

**CURRENT LOCATION**  
81 Ubi Ave 4, Singapore 408830

**PICKUP POINT**  
11 Woodlands Close - #01-1 - Singapore - 737854

**Drop-Off Point**  
11 Woodlands Close - #01-1 - Singapore - 737854

**Chat**

Tracking no: YJYSXU  
Delivery **bob**  
177 Toa Payoh Central - #01-12 - Singapore - 310177

Search Driver Name

carl

2022-04-19

hi

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

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

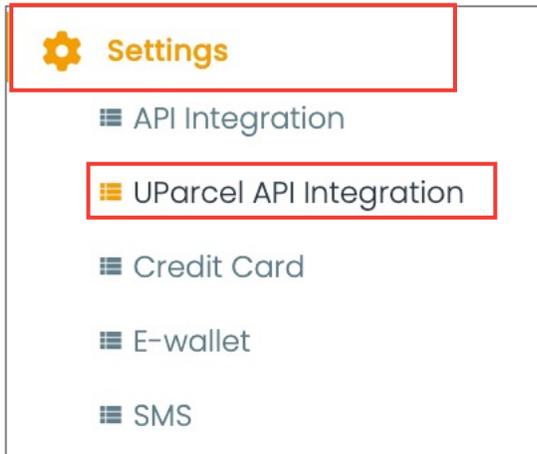
# Map View

The screenshot displays the 'Map View' interface. At the top left, there is a search bar with a magnifying glass icon and a filter icon (a funnel) to its right. Below the search bar, a dropdown menu is open, listing delivery status options: 'Delivery Status' (checked), 'Pick up in Progress', 'Item Picked Up', 'Delivered', and 'Undelivered'. To the right of the search bar, there is a 'Sort By' section with a left-pointing arrow. Below 'Sort By', there are several filter options: 'From' and 'To' (each with a calendar icon), 'Select Time Slot' (with a dropdown arrow), and 'Please Select Driver' (with a dropdown arrow). At the bottom of the filter section, there are two yellow buttons: 'Save' and 'Reset Date'. On the left side of the interface, there is a list of delivery items under the heading 'Today'. The first item is numbered '1' and includes a driver name 'Dr.', a tracking number, and a status 'Curb'. The second item is numbered '2' and includes a driver name 'Dr.', a tracking number 'TGBRKV', and a status 'Curb'.

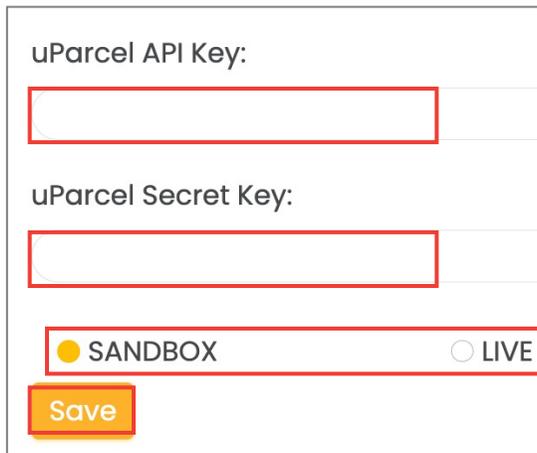
Use the **Search/Filter** functions to find specific deliveries based on delivery status, date & time or driver assigned.

Once your jobs are successfully posted, Your drivers can start accepting jobs or completing their assigned deliveries.

# uParcel API



The screenshot shows a settings menu with a gear icon and the word 'Settings'. Below it are several menu items: 'API Integration', 'UParcel API Integration' (highlighted with a red box), 'Credit Card', 'E-wallet', and 'SMS'.



The screenshot shows the configuration form for uParcel API Integration. It includes two text input fields for 'uParcel API Key' and 'uParcel Secret Key', both highlighted with red boxes. Below these is a radio button selection for 'SANDBOX' (selected) and 'LIVE'. At the bottom is a 'Save' button.

Outsource Deliveries to uParcel feature only available for the users who signup from Singapore country, and access is only for users who have upgraded to Growth or Professional plans.

Customer must have 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



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