GETTING STARTED · DELIVERIES

Deliveries, Start to Finish

From the counter to the doorstep: schedule it, run it from a phone, and keep the proof.

WHO DOES WHAT

1

Counter

Rings the order and flags it for delivery.

Schedule delivery → Stage for delivery

2

Dispatcher

Builds the run and lines up the route.

The Deliveries board + Route stops

3

Driver

Works each stop and captures proof.

The Rundoo app on their phone

Run one, start to finish

1. Ring it up, click **Schedule delivery**, set the **Requested date** and address, then **Stage for delivery**.
2. On the **Deliveries** tab, pick it from **To schedule** and set a **Departure date** and **Driver**.
3. Click **Route stops** to order the run, then **Save**.
4. The driver works each stop: **photo**, **signature**, **Confirm delivery**.
5. The run reads **Completed**, every stop **Delivered**, proof on file.

Statuses

Scheduled → In Progress → Completed

Forward only; **Completed** locks the run. The store and customer are **notified automatically** on every change.

Proof on every drop: a photo and a signature live under each stop. Nobody home? **Couldn't deliver** logs the attempt with a time stamp, so you know what to run again tomorrow. Short on time? **Dooey** can create, edit, or report on deliveries for you.