

THE RUNDOD PRIMER · DELIVERIES

On the Truck

Schedule a delivery, build the truck run, and track it to the job site, right from your POS.

THREE WAYS TO GET A SALE ONTO A DELIVERY

1

From the sale

The everyday way, at the counter.

[Schedule delivery](#) → [Mark for delivery](#)

2

Attach to a run

Same customer, same day, more items.

[Schedule delivery](#) → [Attach to an existing delivery](#)

3

From the queue

The scheduler batches them later.

[Deliveries](#) → [To schedule](#) → [Add to delivery](#)

Schedule it in 4 steps

- ① Ring up the sale, click **Schedule delivery**.
- ② Set the **Deliver by** date and job site address, click **Mark for delivery**, take payment.
- ③ In the **Deliveries** tab, pick it from the **To schedule** panel, click **Add to delivery**.
- ④ Set the date, assign a truck and driver (optional), click **Schedule delivery**.

Track it on the calendar

Scheduled → In progress → Completed

Forward only. Marking **In progress** is optional, **Completed** locks the run. Delivery status is separate from the sale's status.

Truck and driver are optional. Lock in the delivery day now and assign the driver the morning it goes out. Drivers are staff members, added under Admin → Staff.