THE RUNDOO PRIMER · DELIVERIES

# Scheduled Deliveries

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.