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To access the ‘VisitUs Deliveries’ App, you will need to open the App Store on your iPhone and search for ‘VisitUs Deliveries’.

1. Press on the ‘get’ button to download and install it onto your iPhone.

2. Available to use.
Setting up the Deliveries App on your iPhone

1. Open ‘VisitUs Deliveries’ on your iPhone and complete the ‘Username’ and ‘Password’ you have registered with the dashboard. (The ‘Username’ will be your registered email address)

2. Open the ‘Settings’ tab at the bottom right of the screen to enable the fields you require.

3. If you have more than one location has been registered, choose the location you wish to see the information for.

4. Complete the area within your location you are having the Parcel/Deliveries stored.
Setting up the Delivery fields on the dashboard

To ensure you can take advantage of the Deliveries feature, follow the steps below.

1. To do this, click on ‘Configure System’ on your dashboard side menu followed by ‘Deliveries’
2. Open the ‘Custom notification’ menu and complete the form by ticking the boxes and completing the other specific information you require to be shown.
3. If you require the courier to identify which company they are from, complete this part of the form using a comma between the various courier options you include.
4. This is the opportunity to personalise your delivery messages to the recipients
5. A simple, but customised SMS and e-mail alert will be sent to the recipient of the delivery to ensure they are aware of its arrival.
Recording Deliveries on the Dashboard

Receiving a delivery from a courier and recording it on the dashboard is a simple task that will take a few clicks.

1. On your dashboard, click on the ‘Log a Delivery’, the blue tab, top right on the main Dashboard page.

2. Complete the form with the information you require for your delivery.

3. All of the delivery information requested on the ‘Delivery Log’ form will be available to see at a glance on the Deliveries area of the Dashboard.

4. If you click on a delivery from the deliveries list, you will be able to carry out a number of other tasks:–
   * Delete the delivery
   * Send a Reminder
   * Update the delivery
Recording a Delivery using the mobile App

1. Press the blue + button

2. Take a photo of the parcel

3. Search for the recipient and complete the details of the delivery

4. Press the ‘Log delivery’ button which will notify the parcel recipient that their parcel has arrived
Making a collection using the mobile App

1. Click on the chosen delivery and select the 'Collect' option

2. Search for the member of staff who will be collecting the parcel

3. A signature can be a requirement for the collection

4. The record of the collection details will be updated instantly on the Dashboard
Recording a Delivery on the ipad

1. When your courier arrive at the ipad, they will click on ‘Delivery/Collection’ field on the main page.

2. They will then press the top field ‘Delivering’

3. Then choose from a list of possible delivery couriers.

4. Choose from a list of possible recipients.

5. A message is sent directly to the recipient, who can make their way to meet the courier or send a representative.
Collecting your parcel using the iPad

1. When your staff member arrives at the iPad to collect a parcel, they will click on ‘Deliveries’ icon shown on the bottom section of the main screen.

2. Then press the ‘Collecting’ tab.

3. Choose your parcel to collect from the list showing

4. The parcel collector can be asked to sign for the parcel.

5. Once the parcel has been collected, the system will give a message on the iPad screen and update the dashboard Deliveries section in real time.