



User Guide - Android

Version 1.2 10th June 2013



Contents

SUMMARY	2
DOWNLOAD SMARTTASK POD.....	3
LAUNCHING THE APPLICATION.....	5
MAIN MENU	6
SCAN A BARCODE	7
STATUS SELECTION LIST.....	8
CAPTURE POD AND SIGNATURE	10
REPORTING.....	11

Summary

SmartTask POD delivers 100% electronic POD technology; it has the ability to manage peak seasons. Most solutions on the market today require the use of expensive, ruggedized handsets which are often heavily managed by the carrier themselves. SmartTask POD can be deployed across multiple platform systems, enabling you to pick and choose the most suitable handset for each type of employee whether they require rugged, semi-rugged or even an inexpensive smartphone.

If you already have our Houndit Enterprise tracking solution or use another provider, Smart Task POD can integrate seamlessly to provide full tracking of each parcel.

Features

- The courier supplies their own hardware
- The courier downloads free software to enable POD signatures to be captured
- The courier uses a simple and easy to use software tool they can become familiar with
- POD data could be routed electronically in to the carriers own business systems
- Both generic POD workflow and carrier specific workflow could be accommodated

Benefits

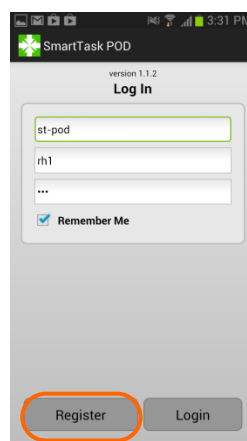
- Saving on purchase cost of rugged hardware
- Saving on mobile application license fees
- Reduction in device management costs
- Reduction in lost devices
- Fully integrated data
- Getting you closer to 100% electronic POD

Download SmartTask POD

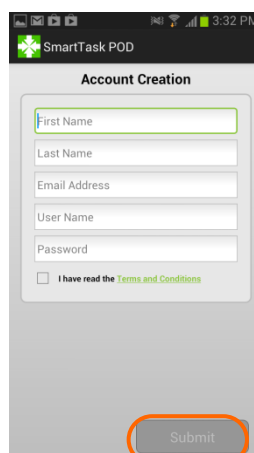
1. Install SmartTask POD from the Play store.
2. Find the SmartTask POD Icon below by locating it on the phone home screen.



3. Press the icon to open the application.
4. It is now necessary to register the application. The information is required by the application to issue an account key, user name and password. The email address is used by the application to send the proof of delivery reports.
5. Press the "Register" Button.

A screenshot of the SmartTask POD application's login screen. The screen displays the app name and version (1.1.2) at the top. Below that is a "Log In" section with three input fields: the first contains "st-pod", the second contains "rh1", and the third is empty. A "Remember Me" checkbox is checked. At the bottom, there are two buttons: "Register" and "Login". The "Register" button is circled in orange.

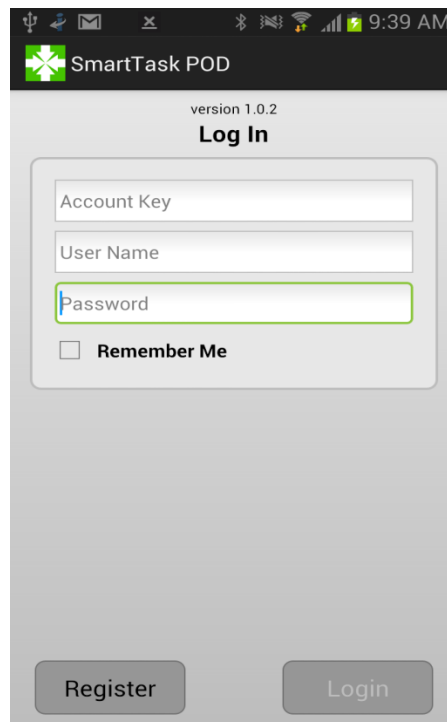
6. Enter all information and press submit.

A screenshot of the SmartTask POD application's account creation screen. The screen displays the app name and version (1.1.2) at the top. Below that is an "Account Creation" section with five input fields: "First Name", "Last Name", "Email Address", "User Name", and "Password". A checkbox labeled "I have read the Terms and Conditions" is present. At the bottom, there is a "Submit" button, which is circled in orange.


7. Go to your email inbox (the one that you registered with) and find the email from SmartTaskMobileDelivery@skillweb.co.uk entitled "Your SmartTask POD registration details".
8. Make a note of the Account Key and Username – you will need this along with your chosen password for the next step.

Launching the Application

1. Open the SmartTask POD application by finding the icon on the home screen
2. Enter the account key, username and your chosen password in the fields shown



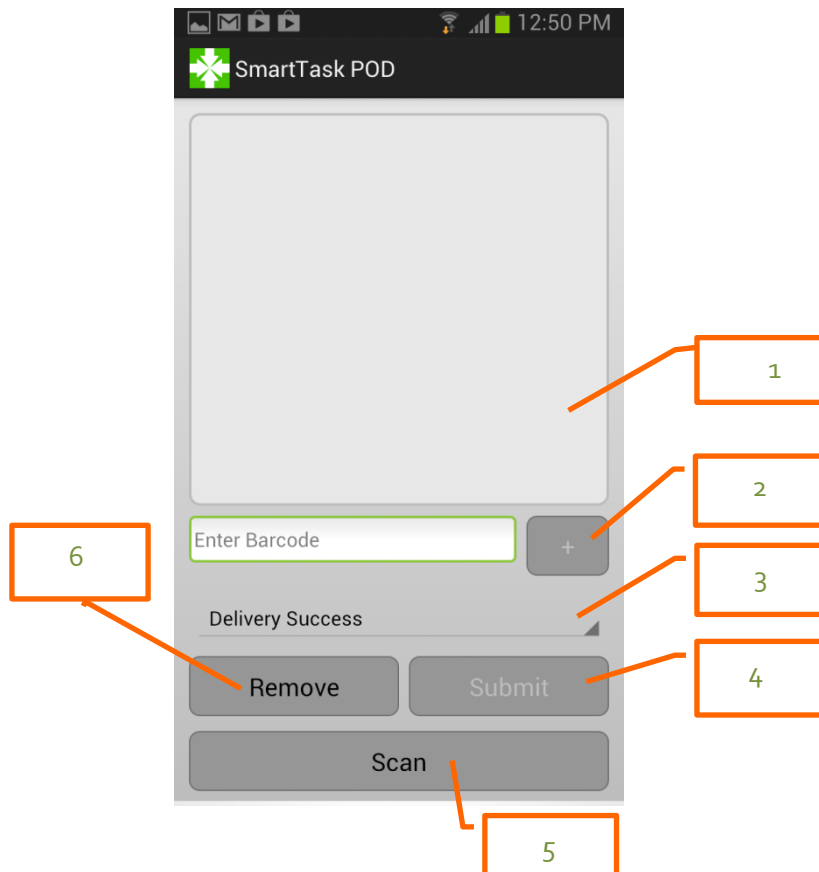
The image shows a mobile application interface for 'SmartTask POD' (version 1.0.2). The screen is titled 'Log In' and features three input fields: 'Account Key', 'User Name', and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember Me'. At the bottom of the screen, there are two buttons: 'Register' and 'Login'. The status bar at the top shows the time as 9:39 AM and various system icons.

3. Press the "Remember Me" checkbox to enable the application to remember your details.
 If the box is not checked your account key, user name and password will need to be entered each time you open the application
4. Press the "Login" button

If an incorrect Username or Password is entered, the software will automatically inform you and provide information relating to the fault.


Main Menu

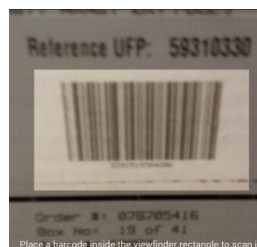
After the login process has been completed, you will be presented with the main screen with which to process deliveries/collections.



1. The main area of the screen displays the barcodes that the user has scanned, multiple barcodes can be scanned before pressing submit.
2. Manually add a barcode: can be used in a situation where a barcode is too damaged to be read by the phone camera.
3. Status selections: tapping this selection will bring up a list of Delivery/Failure statuses that the user can select.
4. Pressing Submit will submit the barcodes to the server, or follow the process for Delivery/Collection POD signature capture.
5. Pressing the Scan button will open the camera function of the device to read the barcode and subsequently display the barcode in the main area of the screen.
6. The Remove Button: clears all scanned barcodes from the screen display.

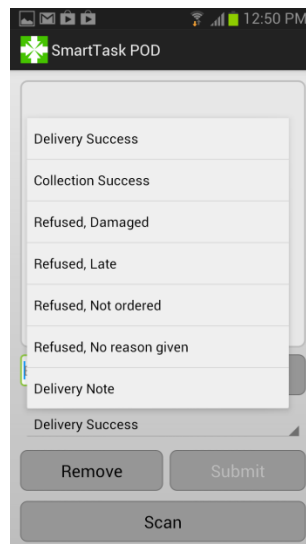
Scan a Barcode

1. Select the “Scan” button from the main menu.
 If you do not already have a barcode scanning application installed on your phone, you will be invited to download “Barcode Scanner” from the Play store.
2. Place the barcode in front of the phone camera – the photo will capture automatically – you do not need to click on the screen.

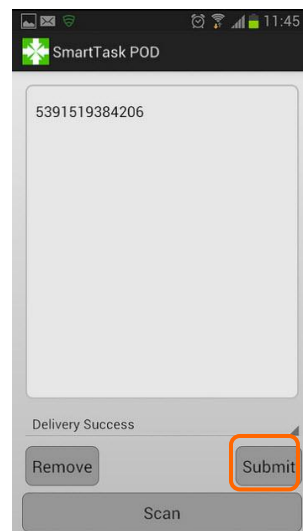


Status Selection list

1. From the main screen, tap the Delivery Success selection drop down list.
2. The following list will appear:



3. Press the relevant Status of delivery
4. Press "Submit"



5. The application will either complete the task and return you to the main screen or take you to the POD and signature capture process.

Status	Action upon Submit
Delivery Success	Capture POD and signature
Collection Success	Capture POD and Signature
Refused, Damaged	Completed
Refused, Late	Completed
Refused, Not Ordered	Completed
Refused, No Reason Given	Completed
Delivery Note	Completed

Capture POD and Signature

1. Enter the recipient or consignee name.
2. Recipient or Consignee confirms delivery or collection by signing on screen.





3. Press Submit.

Reporting


After completing any work on the application, a PDF is created and automatically sent in an email to the registered email address entered during registration.

A single email will contain multiple PDF's, enabling less email traffic

 If the user is in a low mobile signal area, the application will automatically send across the information when signal strength is resumed. All information is date and time stamped for Audit control.



Signatory: Bob Smith Barcode: 08299028 Address:
 Login: Consignment Barcode: 08299028
 User Name:
 Drop Success/Failure Date:
 Trip Date:



Track And Trace	Work Type	Date	Success Failure	Source	User	Notes
Auto receipted		2013-06-10 11:44:23		HHTSystem	Quayle, Amy	
Delivery Success		2013-06-10 11:44:23	✓	HHTSystem	Quayle, Amy	