PICK-UP:
Login to Website
Click "Driver Timecard" and hit the start button
Go to and click "Manage Manifests"
Go to the specific day and click the days manifest that you are driving "Build Manifest for…"
Click "Optimizer 2.0" (at this point you will be able to put the customers in the correct order for pick-up)
Click on issues if there are any and validate address-
For first time use only- add a starting address- click on Start/End- select the + sign next to it and add address of laundromat or starting location
Select start
Click on the red "road" to optimize route
Click on the red "disc" next to the red "road" to save it
Click "Return to manifest"
Click "All Tickets" to print the laundry tickets
Click "Reconcile and Continue"
Click "Send to Loading"
Click "Reconcile and Release to Drivers"

At this point you can logout of the website on the laptop and login to your phone:

Login to Website on phone
Click "Driver's List"
Click "Checkout 2.0"
Select vehicle driving, enter mileage, and click "Start Driving"
Click "Setup and Send Notifications"
Enter starting drive time
Enter 2-hour window for arrival
Click Save
Click send notifications and confirm you want to do this
Click "Manifest"
Click "Go to Manifest"
Select the customers by clicking on their address
Click on the address again to have a Google map populate
Click take a photo
Enter number of bags
Select save
After all the customers have been picked up click "Close Manifest" to send it to production manifest

The pick-up process is complete.

DROP-OFF:
Login to Website
Click "Driver Timecard" and hit the start button
Go to and click "Manage Manifests"
Go to the specific day and click the days manifest that you are driving "Build Manifest for…"
Click "Optimizer 2.0" (at this point you will be able to put the customers in the correct order for pick-up)
Click on issues if there are any and validate address-
Select starting address
Click on the red "road" to optimize route
Click on the red "disc" next to the red "road" to save it
Click "Return to manifest"

Click "Reconcile and Continue"
Click "Send to Loading"
Click the square box at the end of each customer line to verify that the order has been placed in delivery truck
Click "Reconcile and Release to Drivers"

At this point you can logout of the website on the laptop and login to your phone:

Login to Website on phone
Click "Drivers List 2.0"
Click "Checkout"

Select vehicle driving, enter mileage, and click "Start Driving"
Click "Setup and Send Notifications"
Enter starting drive time
Enter 2-hour window for arrival
Click Save
Click send notifications and confirm you want to do this
Click "Manifest"
Click "Go to Manifest"
Select the customers by clicking on their address
Click on the address again to have a Google map populate
Click take a photo
Select Dropped off
Select the customers and click drop-off has been completed for each customer
After all the customers have been dropped-off click "Close Manifest" to send it to closed manifest on the Manifest Progress page

The drop-off process is complete.