

Fleet Dispatch Manager

User Guide v1.0

Introduction

Welcome to the Fleet Dispatch Manager. This application serves as a centralised command centre for logistics operations. It allows dispatch teams to create and assign delivery jobs quickly, generate scannable QR codes for consignments, and monitor deliveries end-to-end with live status updates.

1. Getting Started

Creating a New Dispatch

Navigate to the **Dispatch** tab to create a new delivery job. The dispatch creation interface requires specific details about the driver, the route, and the consignment itself.

Input Field	Description
Driver Name	Select the assigned driver from your staff database.
Start Location & Destination	Enter where the goods are leaving from and where they are going to.
Dispatch Date & Time	Specify when the job is scheduled to begin.
Number of Items	Enter the total package count for the consignment.
Miscellaneous / Other Items	Add any special instructions or note any specific equipment needed (e.g., fragile cargo, safety cones).

2. Generating the QR Code

Once the dispatch details are entered, the system generates a unique QR code that travels with the consignment. You must choose the appropriate QR Code Type based on your tracking requirements.

QR Code Type	Description
Text Summary	Generates a QR code containing a plain text summary of the job details.
Scan to Track	Generates a QR code containing a secure URL. When this code is scanned by the driver or the receiver, it automatically updates the consignment's status directly in the live Tracking system.

After selecting the type, click **Generate & Save**. The QR code will appear on the right side of the screen, ready to be printed and attached to the manifest or the physical packages.

3. Live Tracking

Switch to the **Tracking** tab to monitor your fleet operations in real time. This dashboard provides a complete picture of your delivery performance.

Dashboard Element	Description
Top Dashboard Metrics	Shows real-time numerical metrics for Active Vehicles, Deliveries Completed Today, Packages In Transit, and Delayed jobs requiring attention.
Live Map View	When connected to a supported GPS or telematics provider, this view shows the physical location of your vehicles on an interactive map.
Active Dispatches Table	Lists all ongoing jobs. As drivers scan their 'Scan to Track' QR codes, the statuses in this table will update automatically without any manual data entry required by the dispatch team.

4. Managing Data

The system provides dedicated tabs for maintaining your operational data and historical records.

Action	Description
Drivers and Deliveries Tabs	Use these tabs to manage your staff database, add new drivers, and view historical delivery records.
Save to Local	Use this function to backup your dispatch data to your local machine, which is useful for archiving purposes or offline analysis.