

# Pickups / Returns

## Overview

This tab shows a listing of all outstanding pickups and allows you to create pickup requests. Pickups are used only within the jDispatch module at this time, and are a useful way to keep your staff informed of the status of warehouse pickups as well as keep tabs on core & warranty returns from customers.

## Creating A Pickup

- To create a pickup request, click the **Create** button in the top right corner of the **Pickups / Returns - Today** panel.

Pickups / Returns - Today							
		Filter By Name		View All	View All		
✓	Supplier Pickup	FASTENAL CANADA 140- 30583 Iron Mills Court, Abbotsford, BC V2T 6J8	Devyn- Pick Up Washers Under (p/o- 1995a) Please	Unit 146 - Abby Rush	Requested	2021-08-19 19:08:41	876
✓	Supplier Pickup	GREGG DISTRIBUTORS (B.C.) LTD. #100 - 19632 96TH AVE., LANGLEY, B.C., VIM 3B9	Po#4950a 8 Lights 3 Spades	Unit 170 - Surrey	Picked Up	2021-08-20 08:47:17	08:47

- Once clicked, the **Add New Pickup Request** modal will show

**Add New Pickup Request**

**Pick-Up Type**  
Please Select... ▼

**Enter Customer/Supplier**  
Information

**Select Driver**  
Select Custome... ▼

**Information**

**Part** **Qty** **PO** **Ordered By**

Adding parts is optional.  
Begin typing to add additional items.

Close Create

- Start by selecting the type of pickup (Customer or Supplier/Warehouse), then select the customer or supplier they should be visiting. To pick a customer or supplier, begin typing in the name. A number of options should start to display. Once the one you wish to select is visible, just click on their name.
- If it is a customer pickup and there are any drivers currently assigned a delivery to that customer, that driver will be automatically selected as the driver. You can change this. If there are no drivers currently scheduled to deliver products to this customer, please select a driver to assign the pickup to.
- In the information field, type in any notes you want to be visible to the driver when they view the pickup request on their phone.
- If there are specific parts to be picked up, you may enter them in the **Items to be picked up**. As you type in the first field, another part field will appear.
- Clicking the **Create** button at the bottom will finalize the pickup request and send it to the selected driver. It will also appear in the pickup listing table

## Adding items to a pickup request

Once a pickup is created, you can add additional items to the pickup request via the pickup listing

- Click the expand down button next to the pickup you want to add to

- Enter in part information such as part number, qty, PO and who is requesting the item
- Click the green plus symbol button to the right of the part entry row

Pickups / Returns - Today

Refresh

List By Part

Create

Type	Cust/Supp	Information	Driver	Status	Age / Pickup Time
	<input type="text" value="Filter By Name"/>		<div>View All</div>	<div>View All</div>	
<div>Supplier Pickup</div>	<div>BRANCH 3 - MISSION</div> <div>32559 LOGAN AVE, MISSION, BC</div>	Bring To Maple Ridge	<div>Chilliwack</div>	<div>Requested</div>	<div>2021-08-20 09:43:49</div> <div>41</div>

Part	Qty	PO	Ordered By	Action	Status	Picked Up
PA99488	1	1-8730-6	Blair	<div>✖</div>	<div>🚚</div>	

Add new item to pickup request

Part	Qty	PO	Ordered By	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>+</div>

<div>✓</div>	<div>Supplier Pickup</div>	<div>BRANCH 6 - CHILLIWACK</div> <div>8361 NOBLE RD, CHILLIWACK, BC</div>	Bring To Ridge	Chilliwack	<div>Picked Up</div>	<div>2021-08-20 08:14:27</div>	<div>08:14</div>
<div>✓</div>	<div>Supplier Pickup</div>	<div>BRANCH 6 - CHILLIWACK</div> <div>8361 NOBLE RD, CHILLIWACK, BC</div>	Bring To Maple Ridge	Chilliwack	<div>Picked Up</div>	<div>2021-08-20 08:15:07</div>	<div>08:15</div>

## Removing items from a pickup request

Once a pickup is created, you can remove items from the pickup via the pickup listing

- Click the expand down button next to the pickup you want to add to
- Click the red X button next to the item you wish to remove

Pickups / Returns - Today

Refresh

List By Part

Create

Type	Cust/Supp	Information	Driver	Status		Age / Pickup Time
	<div>Filter By Name</div>		<div>View All</div>	<div>View All</div>		
<div>Supplier Pickup</div>	<div>BRANCH 3 - MISSION</div> <div>32559 LOGAN AVE, MISSION, BC</div>	Bring To Maple Ridge	<div>Chilliwack</div>	<div>Requested</div>	<div>2021-08-20 09:43:49</div>	41
Part	Qty	PO	Ordered By	Action	Status	Picked Up
PA99488	1	1-8730-6	Blair	<div></div>	<div></div>	
Add new item to pickup request						
Part	Qty	PO	Ordered By	Action		
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>		
<div>Supplier Pickup</div>	<div>BRANCH 6 - CHILLIWACK</div> <div>8361 NOBLE RD, CHILLIWACK, BC</div>	Bring To Ridge	Chilliwack	<div>Picked Up</div>	<div>2021-08-20 08:14:27</div>	08:14
<div>Supplier Pickup</div>	<div>BRANCH 6 - CHILLIWACK</div> <div>8361 NOBLE RD, CHILLIWACK, BC</div>	Bring To Maple Ridge	Chilliwack	<div>Picked Up</div>	<div>2021-08-20 08:15:07</div>	08:15

## Change driver assigned to pickup request

Any pickup requests that have not been completely confirmed can have the assigned driver changed

- Click the edit icon next to the driver's name on any delivery you wish to change

Pickups / Returns - Today							Refresh	List By Part	
Type	Cust/Supp	Information	Driver	Status		Age / Pickup Time			
	Filter By Name		View All	View All					
Supplier Pickup	BRANCH 3 - MISSION 32559 LOGAN AVE, MISSION, BC	Bring To Maple Ridge	Chilliwick	Requested	2021-08-20 09:43:49	41			

- This will present you with a drop-down of drivers to select. Once you select a driver, the pickup request will be transferred to that driver, and their device will receive a notification of the change

## View Pickups by Part number

You can optionally change the view of pickup requests to view the requests by part number in case you have a part number specific question you need answered.

- Click the **List By Part** button in the top right of the **Pickups / Returns - Today** panel

Pickups / Returns - Today							Refresh	List By Part	
Type	Cust/Supp	Information	Driver	Status		Age / Pickup Time			
	Filter By Name		View All	View All					

- This will change the pickup panel view to list the requests by part

Pickups / Returns - Today											Refresh	List By Pickup
Pickup Ref	Driver	Cust/Supp	Category	Part	Qty	Ordered By	PO	Status	Requested	Picked Up		
	View All	Filter By Name						View All				
91967379	Town	MSC - LANGLEY		WPM2036		Blair	1-1000-6	Picked Up	2021-08-19 16:08:00	2021-08-20 08:58:22		
91967420	Driver 1 Maple Ridge	HITCHCO		RT4080				Requested	2021-08-20 08:31:00			
91967477	Town	MSC - LANGLEY		RS3543		Blair	1-9330-6	Requested	2021-08-20 10:36:00			
91967478	Town	MSC - LANGLEY		PF46077		Blair	1-9330-6	Requested	2021-08-20 10:37:00			
91967447	Chilliwick	BRANCH 3 - MISSION		PA99488		Blair	1-8730-6	Requested	2021-08-20 09:43:00			
91967377	Chilliwick	BRANCH 6 - CHILLIWACK		PA5042		Blair	1-1000-6	Picked Up	2021-08-19 16:01:00	2021-08-20 08:15:07		
91967393	Chilliwick	BRANCH 6 - CHILLIWACK		NCV11571		PHIL	1-5094-35	Picked Up	2021-08-19 16:53:00	2021-08-20 08:15:16		
91967394	Chilliwick	BRANCH 6 - CHILLIWACK		KLLD3082		LINDA		Picked Up	2021-08-19 17:02:00	2021-08-20 08:15:23		

Revision #1

Created 20 August 2021 17:10:47 by Jim

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