Delivery Routing

Furniture Wizard allows for easy and organized delivery scheduling of invoices that are ready to be scheduled. Invoices may only be scheduled when all inventory items on the invoice are received and/or in stock.

Opening the Delivery Routing Calendar

To open the calendar, simply click on the Delivery Routing button on the Main Menu of Furniture Wizard. The shortcut to open the Delivery Routing calendar anywhere in the program is Ctrl + Shift + C.

Once the Delivery Routing button is clicked upon, the Calendar will appear. In the Calendar below, there are currently no deliveries shown because the deliveries have not yet been scheduled.
Showing One Week at a Time

When the Calendar is opened, it automatically shows an entire month. If desired, a weekly view may appear. To show a weekly view, simply click the Weekly View button, or use the keyboard shortcut ALT + W.

The weekly calendar will show the current week, Sunday through Sunday.

To switch back to month view, simply click the Monthly View button, and the current month will reappear.
Navigating Month-to-Month/Week-to-Week

From the month calendar, it is simple to navigate from the current month to the next month(s) or previous month(s). To navigate to a different month, use the blue navigation arrows at the top of the calendar. Use the left arrow to go to previous months, or use the right arrow to go to the next months.

To get to the weekly calendar, click the Weekly View button, or use the keyboard shortcut ALT + W. From the weekly calendar, it is simple to navigate from the current week to the next week(s) or previous week(s). To navigate to a different week, use the blue navigation arrows at the top.
Scheduling Deliveries through the Calendar

All deliveries are scheduled through the calendar. To schedule deliveries, click Open next to the desired date.
Delivery Routing Form

Once the word Open is clicked upon, the Delivery Routing Form opens.

Searching for Invoices

To search for all invoices that have items available for delivery, click the Search button. All invoices that have items to be delivered will appear in the green field box under Invoice Number.
However, if only using the Search button, it may take several minutes for the invoices to populate. Therefore, it is recommended to use the search fields that are provided in the form.

Once the invoice appears in the Invoice Number field box, single-click on the invoice and all items that are available for delivery appear in the green Model & Description field box.
Scheduling Items for Delivery

To select all items on the invoice, simply double-click on the customer in the green Invoice Number field.

To only select particular items for delivery on an invoice, single-click on the customer’s name in the Invoice Number field. Then, double-click on the item(s) that need to be scheduled for delivery. Note, if another invoice is already scheduled for that day, the item(s) will appear along with any other item(s) scheduled for delivery that day.
Do the above steps for all invoices and items needing to be scheduled for delivery. Once all items are scheduled for delivery, an invoice and piece count will show at the bottom of the Delivery Routing Form.

Sorting Deliveries

Deliveries may be sorted according to the day’s delivery schedule. To sort the deliveries, click the Sort button to open the Delivery Stop Sorting Form.
To sort, use the green arrows to move the invoices to the correct order.

Once the order is correct, click the Exit button, or use the keyboard shortcut ALT + X. All changes made will be saved.
To see each delivery stop for the day, Furniture Wizard has integrated Google Maps into its system. To see each stop, simply click the Google Map button, or use the keyboard shortcut ALT + M. Google Maps shows each delivery stop. However, it does not route the stops.
Removing Items from Delivery

To remove only selected item(s) from a day’s delivery, select the item by checking the checkbox.

Once all items that need to be removed are selected, click the Remove Selected button.
A Wizard Alert then appears, confirming the action.

![Wizard Alert](image)

**Removing All Items from Delivery**

To remove all items from delivery, click the Remove All button, or use the keyboard shortcut ALT + E.

![Delivery Screen](image)

A Wizard Alert then appears confirming the action.

![Wizard Alert](image)
**Selecting Items**

All items may be selected or deselected by using the Check All button or Un-Check All button.

**Showing the Calendar**

To go back to the Calendar View from the Delivery Routing Form, simply click the Show Calendar button or using the keyboard shortcut ALT + C.
Delivery Reports

Several reports may be previewed and/or printed by selecting the report under the Reports field in the yellow field box.
The Delivery Label shows the customer’s name, address, phone number, and the individual item purchased. It is the size of a large dymo tag.

The Delivery Manifest Report shows all deliveries scheduled for the day, their order, the customer’s address, and the amount due, if any.

Like the Delivery Manifest, the Delivery Manifest with Details shows everything the Delivery Manifest shows, but also includes all pieces on the invoice(s).

The Delivery Pick List Report shows all items scheduled for delivery, so the delivery person can be sure to load the delivery truck properly.

Lastly, the Delivery Slip Report was created to give to the customer upon delivery. The report shows the amount due, as well as the company’s policy.

**Posting the Deliveries**

Once the delivery day is complete, it is not necessary to go to each individual invoice to mark them as delivered when the invoices are scheduled for delivery through the Delivery Routing Program. From the Delivery Routing Form, select the delivery day and click the Post button, or use the keyboard shortcut ALT + O.
A Wizard Alert will appear, confirming the delivery of all the invoices for that day. To deliver all, select Yes, and all items will be delivered.

Exiting the Delivery Routing Form

Once all deliveries have been scheduled and/or posted, the Delivery Routing Form may be closed by clicking the Exit button, or using the keyboard shortcut ALT + X.
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