Vendon Route Planning QuickStart Guide

V.1.1

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Quickstart Guide

This quickstart guide serves as a helpful assistant for getting started with the new route planning tool and as a manual to initiate the optimization of machine visits.

All features of the planning tool are described in detail in the complete **route planning manual** (request it to your distributor or Vendon representative).

This guide takes you through **five easy steps** so you can learn the basics of the planning tool and get comfortable with its most essential features.
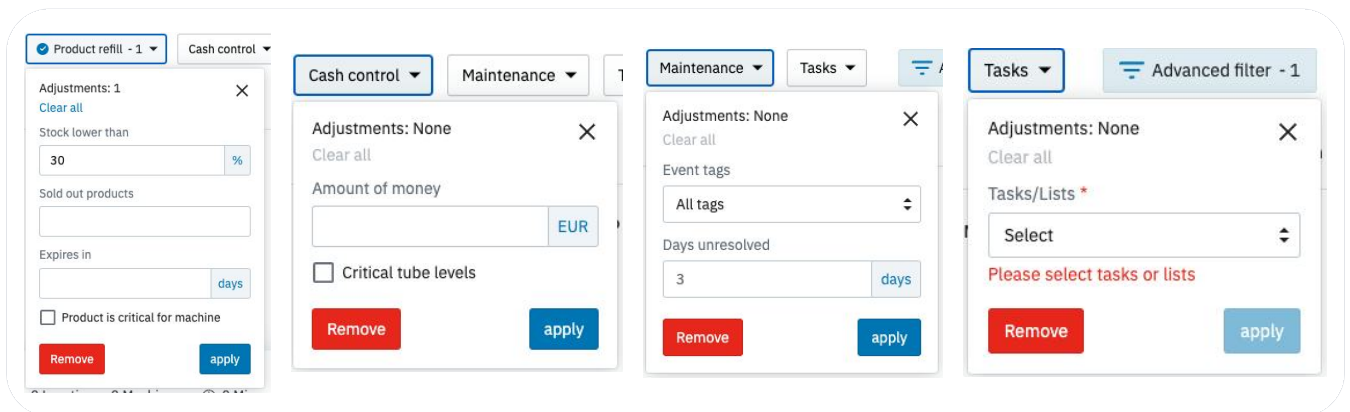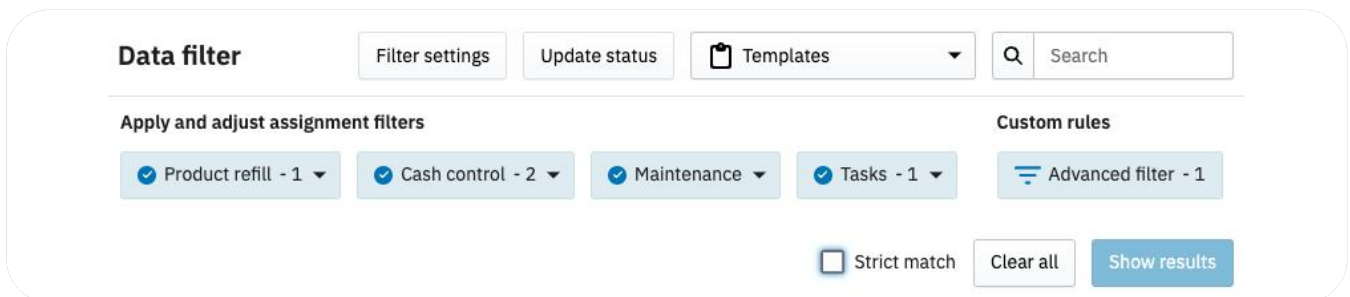
Select tasks | Step 1

To create a route, first select the tasks you want done – **refill, cash control, maintenance or task list** – and make use of the additional triggers to narrow down your choice, for instance, set a specific max. stock level, or specify the min. encashment amount.

Then, use the **advanced filter** if you want to focus on **specific client, machine types, machine groups or maintenance employees**. Press **show results** once you're happy with your selection.

You can also save filters combinations as presets to make the route creation process faster the next time. Click on *Templates* and *Save new template with current parameters*.

Set any of your filter presets as a default route planning filter by going to **Planning → Route setup → Settings** or by pressing on **Filter settings → Settings**
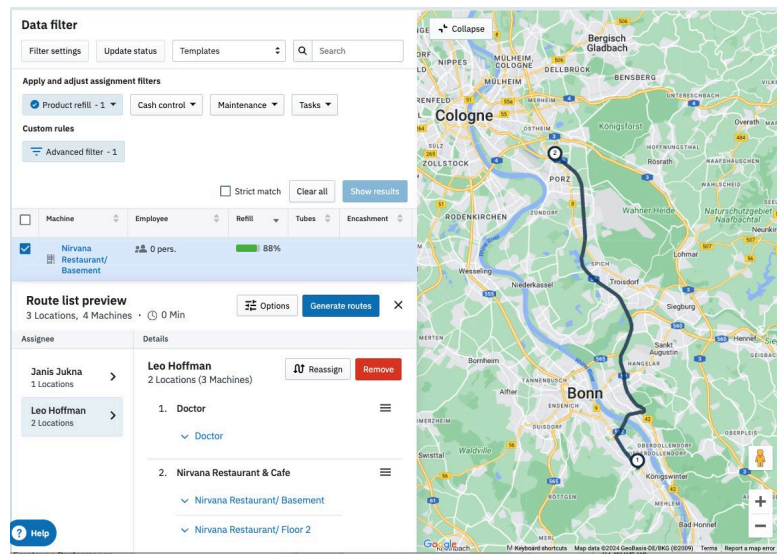
Select machines | Step 2

A list of machines that match your criteria will appear in the main table. To place them in a route, simply **check the box** to the left of the machine, or select all with the checking the box next to Machines column.

As soon as the machine is added to a route, it will be **displayed on the map.** This helps you see whether the location assignment is optimal. It will be also added to the **Route list preview** section.
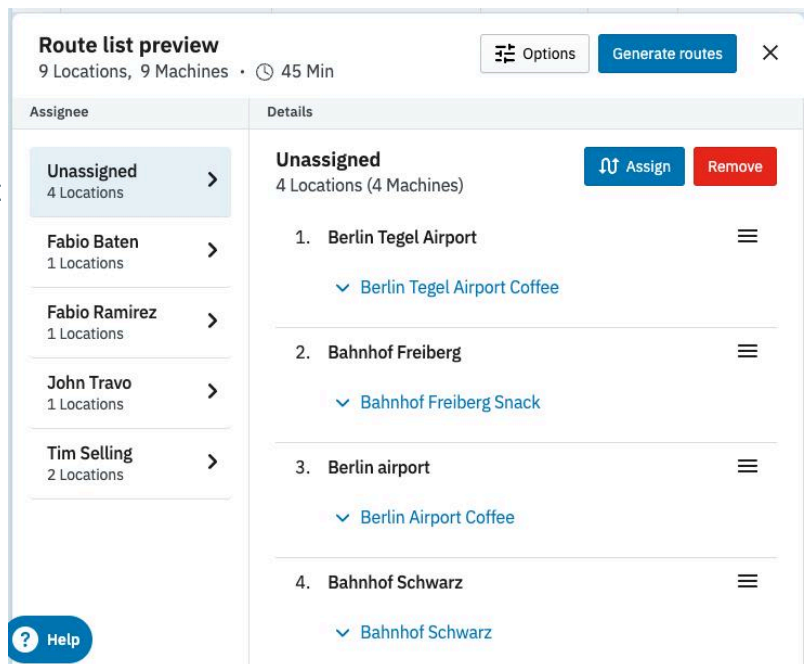
You don't have to add all machines to the routes – simply leave the box unchecked, and the machine will not be included in the route.

Generate routes | Step 3

All machines you have selected will appear in the **Route list preview** section on the bottom. Here, you can **make adjustments if necessary**, such as remove some of the tasks you don't want done, change the responsible employee, add route expiry date, schedule a value update date and time if planning in advance or clear the list altogether and start a new one.

If you want to add new machines to the this list, simply add them form the list above or choose another filter combination. In this case you will have to start selection from beginning by checking all the machines you want to place in a route.
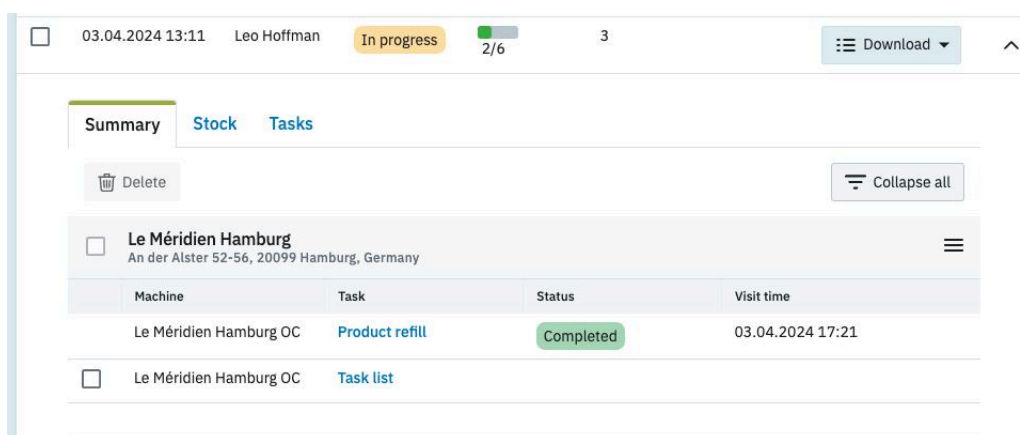

When you're happy with the route plan, click on **Generate Routes**.

Monitor route progress | Step 4

Find all your routes under **Route list**. Download the picklist or pre-kitting (warehouse pack list) from here, give the route to another employee, edit refillable values, change the location visit order, or delete the route altogether.

You can also **follow the route progress easily** – as soon as a task is completed, it is displayed in the **Summary** with a green **Completed** status and a timestamp. Route task indicator will show how many tasks out of all have been completed.
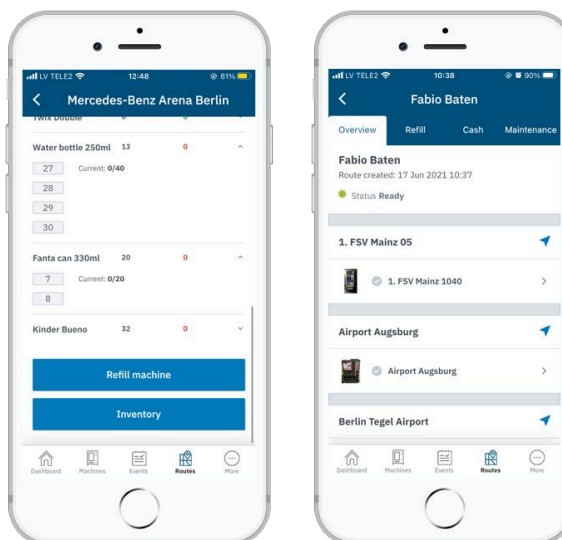

Use Vendon Mobile | Step 5

To make your daily operations more efficient, switch from paper task lists to the **Vendon Mobile app**.

As soon as a route is generated, the employee can see the locations to visit (and how to navigate to them), detailed picklists, all the tasks that must be done on location, and their statuses.

The convenient checklist format helps employees avoid missed tasks and having to return to a location to complete them.

The Vendon Mobile app is available on **iOS** and **Android** free of charge. Users only need a Vendon Cloud account to log in.

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Any questions?

Get in touch with us: support@vendon.net
or your local distributor

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