



Vendon Route Planning QuickStart Guide

v.1.0.

vendon.net

Quickstart Guide

This quickstart guide is intended for users who want to transition from the legacy route planning tool to the regular planning tool, or simply start optimizing 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).

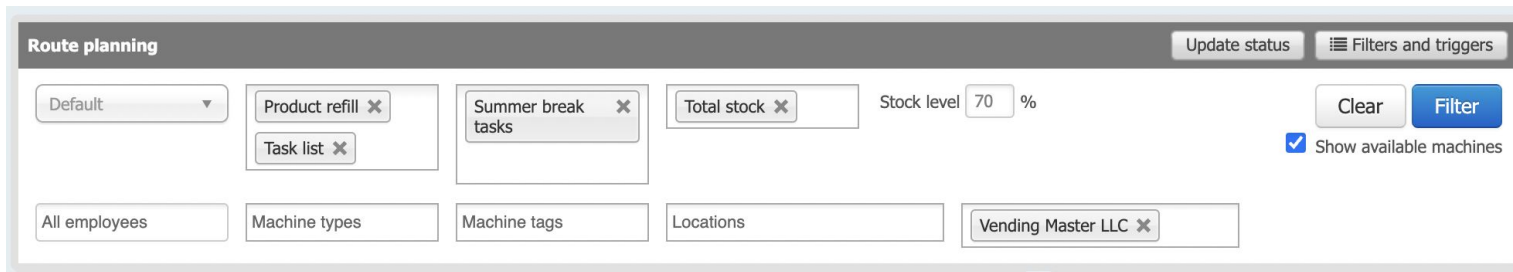
This guide takes you through **five easy steps** so you can learn the basics of the planning tool and get comfortable with its most essential features.

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 filters in the second row if you want to focus on **specific customers, machine types or machine groups**. Press **FILTER** 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 *Filters and triggers* and create your filter presets there.



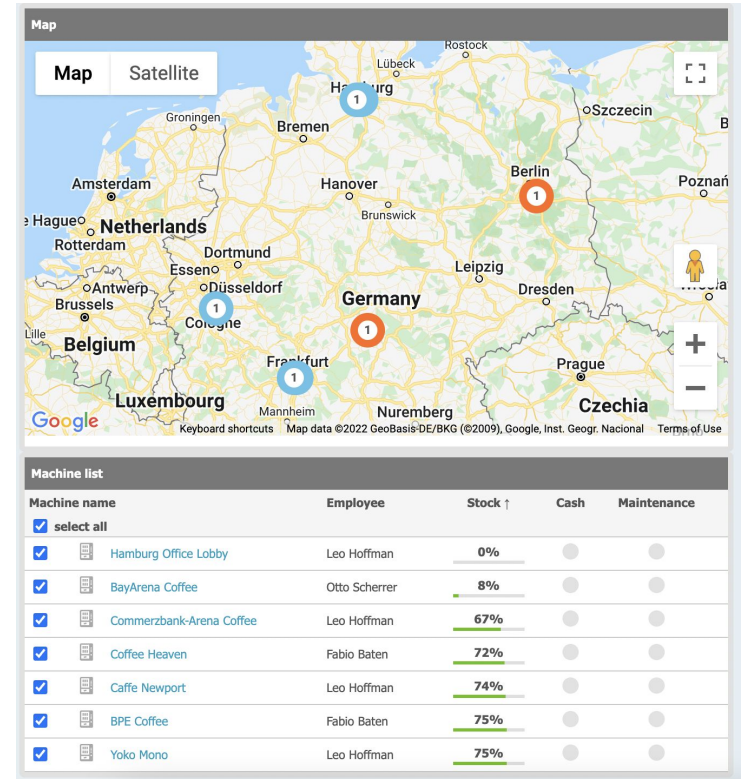
The screenshot shows the 'Route planning' interface. At the top right, there are buttons for 'Update status' and 'Filters and triggers'. Below this, there is a dropdown menu set to 'Default'. To its right, there are several task selection boxes: 'Product refill' (with an 'x' icon), 'Task list' (with an 'x' icon), 'Summer break tasks' (with an 'x' icon), and 'Total stock' (with an 'x' icon). Next to these is a 'Stock level' input field set to '70 %'. Further right are 'Clear' and 'Filter' buttons. Below the 'Filter' button is a checked checkbox labeled 'Show available machines'. At the bottom, there are filter selection boxes for 'All employees', 'Machine types', 'Machine tags', 'Locations', and 'Vending Master LLC' (with an 'x' icon).

Select machines | Step 2

A list of machines that match your criteria will appear under the map. To place them in a route, simply **check the box** to the left of the machine, or check *select all*.

As soon as the machine is added to a route, it will be **displayed on the map**, with the colour representing a specific employee. This helps you see whether the employee assignment is optimal.

You don't have to add all machines to routes – simply leave the box unchecked, and the machine will not be included in the route.



The screenshot displays the Vendon interface. At the top, there is a 'Map' section with 'Map' and 'Satellite' tabs. Below this is a map of Europe with several machine locations marked with colored circles (blue and red) and the number '1'. The map shows countries like Netherlands, Belgium, Luxembourg, Germany, and Czechia. Below the map is a 'Machine list' table with the following data:

Machine name	Employee	Stock ↑	Cash	Maintenance
<input checked="" type="checkbox"/> select all				
<input checked="" type="checkbox"/> Hamburg Office Lobby	Leo Hoffman	0%	●	●
<input checked="" type="checkbox"/> BayArena Coffee	Otto Scherrer	8%	●	●
<input checked="" type="checkbox"/> Commerzbank-Arena Coffee	Leo Hoffman	67%	●	●
<input checked="" type="checkbox"/> Coffee Heaven	Fabio Baten	72%	●	●
<input checked="" type="checkbox"/> Caffe Newport	Leo Hoffman	74%	●	●
<input checked="" type="checkbox"/> BPE Coffee	Fabio Baten	75%	●	●
<input checked="" type="checkbox"/> Yoko Mono	Leo Hoffman	75%	●	●

Generate routes | Step 3

All machines you have selected will appear in the Task list column to the right. Here, you can **make adjustments if necessary**, such as remove some of the tasks you don't want done, change the machine assignment (in case of employee absence or to make routes more efficient), or clear the list altogether and start anew.

If you want to add new machines on top of the this list, simply choose another filter combination and press *Filter*, then proceed with checking the machines you want to place in a route.

When you're happy with the route plan, click on **GENERATE ROUTE(S)**.

Task list

Route expires on

Update values on

Fabio Baten
Machines: 4 Warehouses: 0 Time: -

Hamburg Office Lobby Task lists

Commerzbank-Arena Coffee Task lists

Caffe Newport Stock **73%**

Hamburg Office Lobby Stock **0%**

Coffee Heaven Stock **75%**

Leo Hoffman
Machines: 2 Warehouses: 0 Time: -

Commerzbank-Arena Coffee Stock **66%**

Yoko Mono Stock **75%**

Monitor route progress | Step 4

Find all your routes under **Route lists**. Download the picklist or 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 **Visit report** with a green checkmark and a timestamp.

Created	Status	Employee	Machines	Warehouses	Expires	Status	Pick list	Actions
<input type="checkbox"/>	20.04.2022 07:41	Ready	Leo Hoffman	3		<div style="width: 20px; height: 10px; background-color: #666; color: white; display: inline-block; padding: 2px;">2/6</div>	<input type="button" value="XLS"/> <input type="button" value="PDF"/> <input type="button" value="Pack list"/>	<input type="button" value="Details"/> <input type="button" value="Delete"/>

Visit report				Stock report					Tasks	
Planned	Visited	Task	Time	Product	Critical	Expiry date	Planned stock	Filled stock	Stock difference	
Location: Hamburg Office										<input type="button" value="Edit"/>
Hamburg Office Lobby		Task list	-	Coffee Beans			3 000 g	2 000 g	-1 000 g	
Hamburg Office Lobby		Product refill	-	Coffee Beans Dark			1 500 g	500 g	-1 000 g	
Location: BayArena										
BayArena Coffee		Product refill	20.04.2022 07:48	Espresso Cup (120ml)			400 pcs	200 pcs	-200 pcs	
BayArena Coffee		Task list	-	Large Cup (320ml)			400 pcs	200 pcs	-200 pcs	
Location: Commerzbank-Arena										
Commerzbank-Arena Coffee		Task list	20.04.2022 07:48	Milk 03			5 350 ml	4 000 ml	-1 350 ml	
Commerzbank-Arena Coffee		Product refill	-	Small Cup (240ml)			402 pcs	200 pcs	-202 pcs	

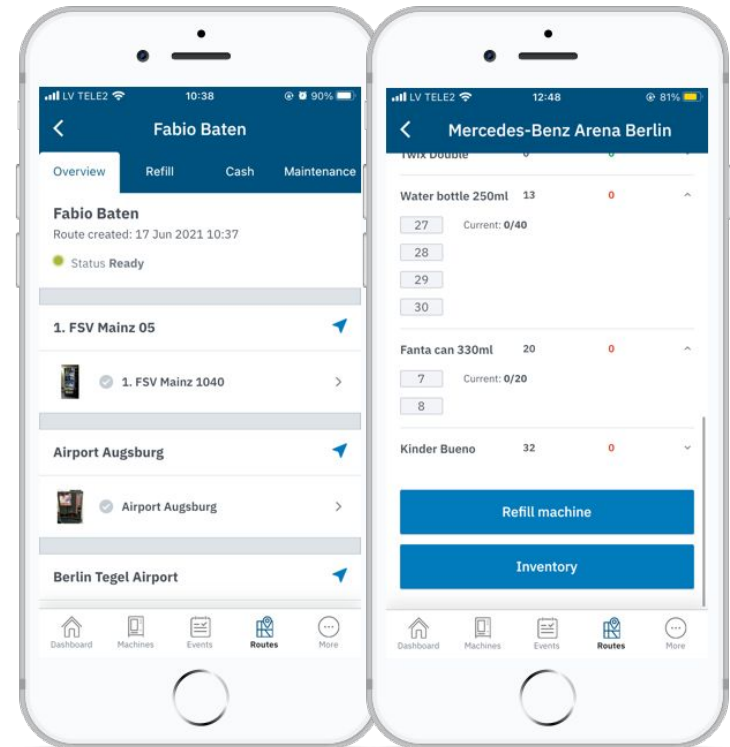
Use Vendon Mobile | Step 5

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.





Any questions?

Reach out to us at

support@vendon.net

or contact your local distributor.

vendon.net