

REASSIGNING AN IN TRANSIT ORDER TO ANOTHER DRIVER

This job aid shows you how to reassign an order to another driver after the vehicle(s) have already been picked up and are in transit.

STEP 1: TAP THE MY TASKS ICON.



STEP 4: TAP Re Assign.

eccello WEST Meningabela VIDDINIA Meteral	Johnstown Johnstown Hamisopburg	Hansburg Vork Hagestown WARYLAND Baltime Washington + Manassas
T-001711337		On Route
DURATION	DISTANCE	PAYOUT
10046 Darnaway Ct 10046 Darnaway Ct, Bristow, V, 10046 Darnaway Ct, Bristow, V, 10047 Darnaway Ct, Bristow, V,	4 4	\$330.42 (j
70064 Sunset Heights 70064 Sunset Heights, Bridges OETA: Sat, Aug 51 PM - 6 PM	dort, OH	i
3	0 0'	
2013 Hyundai ELANTRA GT KMHD3SLE6DU 134616		>
2013 Hyundai SANTA FE Sport SXYZUDLB7DG 006717		>
2009 Volkswagen Tiguan WVGBV75N19W 507096		>
Arrived: 707 Set Heights		
Re Assign		



STEP 2: TAP THE ORDER.



STEP 5: SELECT THE DRIVER.

12:54 Thu, Aug 3 45 4 Rensourg	
Assign Driver	
Q Search	
Self Assign Accept and fulfill this order	
DRIVERS	
Colton Admin Myers 3/5	
Selena Admin Dinh 🛛 🗤 🖓 🗤	
Ashley Admin Kirkpatric 5/3	
Jeremy Admin Wander	
Jessica Admin Merket 1940 ml	
Jessica Driver Merket 💦 🕅 📈	
Christy Admin Cannon	

STEP 3: TAP THE 🔅 ICON.





NOTE: This can only be done by an Admin, Admin+Driver, User, or User+Driver. An Admin or User goes to the Assigned tab and follows steps 3-5.

Ship Cars FASTER. EASIER. SMARTER. BETTER.

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