

ASSIGN A DRIVER

This job aid shows you how to assign a driver to an order in Hitch.

STEP 1: CLICK "Orders".

=			RunBuggy 🔹 📭 🛱	RS Richard Sauseda 👻
H				
8≘	welcome Richard!			
R	20	12	e e	
20	CORDERS FOR PICKUP	ORDERS FOR DROP-OFF	ORDERS FOR ASSIGNMENT	
¢				
¢				

STEP 2: SELECT "Unassigned". STEP 3: CLICK THE ORDER'S **D** BUTTON.

STEP 4: CLICK "Assign a Driver".

=		2							
•	Available	Unassigned	Assigned	Completed	All				
8∃									
ľq	Unassigned 6 Search by any parameter								
20									
	No filters applied								
U ~	a here to set row groups								
	T - REFERE	NCE NUMBER =	T - STATUS	≡ T - D	RIVER FULL NAME				
	Assign a Driver 2								
	🚺 🛓 Uncl	aim Order 👂	Claimed						
			Claimed						
	🗋 Order Details 🛛 🔕		Claimed						
	> 1-002	040693	Claimed						

STEP 5: FIND & SELECT THE DRIVER YOU WANT TO ASSIGN THE ORDER TO.





POWERED BY Hitch_AssignDriver_JobAidV1.0_08172023 | Copyright © 2023 RunBuggy OMI, Inc. All Rights Reserved. RunBuggy Confidential Information - Subject to NDA

RunBuggy