ScanIt Delivery

Driver Quick Start

Deliver routes, scan parts, capture proof of delivery

For Automotive Dealership Delivery Drivers

Innovative Programming Systems
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1. Welcome to ScanIt Delivery

ScanIt Delivery is the IPS driver app. You use it to pick up a delivery route, drive to each customer stop, scan the parts you drop off, and capture proof of delivery — a signature and photos. When you finish, the dealership sees everything instantly.

This guide gets you up and running fast. Each section covers one task in plain, step-by-step order.

> **Android and iPhone.** ScanIt Delivery is available on **Google Play** for Android phones and tablets, and on the **App Store** for iPhone and iPad.

2. Install the App

1. Open **Google Play** on your Android device, or the **App Store** on your iPhone.
2. Search for **ScanIt Delivery**.
3. Tap **Install**, then tap **Open** when it finishes.

> **Tip:** If the app came pre-installed on your device, skip straight to Section 3 — Sign In.

3. Sign In or Create Your Account

3.1 Sign In with an Existing Account

When you open the app you land on the Sign In screen.

1. Type your **email address** in the first field.

2. Type your **password** in the second field.

3. Tap **Sign In**. The app takes you to the Home screen.

3.2 Set Up a New Account

If you are a new driver, your dispatcher will give you a printed setup barcode. Use it to register directly on your phone — no computer needed.

1. On the Sign In screen, tap **Scan a dealer barcode to register**.

2. Point your camera at the **setup barcode** your dispatcher printed for you.

3. Enter your **email address** and tap Continue. The app sends you a **6-digit code** — check your inbox.

4. Type the **6-digit code** to confirm your email.

5. Enter your **name** and choose a **password**, then tap Create Account.

> **Already registered?** If you have used another IPS scanner app (like ScanIt Parts), sign in with that same email and password.

3.3 Forgot Your Password

On the Sign In screen, tap **Forgot password**, enter your email, type the 6-digit code you receive, then choose a new password.

4. Connect a Dealer

The Home screen shows a card for every dealership you are connected to. The first time you open the app (or when you start driving for a new dealer), you need to connect that dealer.

1. On the Home screen, tap **Connect another dealer**.

2. Scan the **dealer barcode** your dispatcher gives you.

3. The dealership now appears as a card on your Home screen. Tap it to open that dealer's **Delivery Board**.

> **Tip:** You can be connected to more than one dealership at a time. Each one has its own card on the Home screen. If you have an active route, you'll see a small indicator on that dealer's card so you can get back to it quickly.

5. Grant Permissions

The first time you open the Delivery Board, the app asks for three permissions. Approve all of them — each one is needed for the job.

Permission	Why it is needed
Location	Tracks your route so the dealership can see your progress and the app can log your mileage.
Camera	Scans part barcodes and takes proof-of-delivery photos at each stop.
Notifications	Alerts you when dispatch sends you a message or your route changes.

> **Important:** If you deny Location or Camera, key features will not work. If you tapped Deny by mistake, go to your phone's Settings ? Apps ? ScanIt Delivery ? Permissions and turn them on.

6. Claim and Start a Route

The Delivery Board shows all routes for your dealership, grouped into three columns: **Active** (you are already working on it), **Ready** (you have claimed it), and **Available** (open for anyone to claim).

Claim a route

1. Find your route in the **Available** column, or scan the printed manifest barcode to jump straight to it.

2. Tap the route card, then tap **Claim**. The route moves to the Ready column under your name.

Start the route

3. Tap the route card to open the **Route Overview**. You will see a map with your stops pinned and a list of each stop in order.

4. Tap **Start**. GPS tracking begins and the route becomes Active.

> **Tip:** If you change your mind before starting, you can release the route from the Overview screen so another driver can claim it.

7. Deliver a Stop

From the Route Overview, tap any stop in the list to open it. Each stop is one customer delivery.

Scan the parts

1. Use your **hardware scanner** or tap the **camera icon** to scan each part's barcode as you hand it over. The part appears on screen when it is recognized. In the dark the phone’s light comes on by itself; the light button is just above the scanning box.

2. If scanning is not required for a part, you can **tap to count** it instead.

> **Note:** Some dealerships require camera scans for every part and will not let you complete a stop without them. If the Complete button is locked, check whether all parts have been scanned.

Capture proof of delivery

3 Tap **Signature**. The screen turns sideways. Have the customer sign with their finger, then tap **Confirm**.

4 Tap **Photos** to take pictures of the delivered parts or the drop-off location. You can add up to **12 photos** per stop — the tile counts up as you go and says **Maximum reached** at 12. In the dark the phone's light comes on by itself; there is a light button in the top right of the camera screen to control it yourself.

> **Important:** Some dealerships require a signature and/or a minimum number of photos before a stop can be marked complete. Check with your dispatcher if you are unsure what is required at your dealership.

Add notes and complete the stop

5 Add any **optional notes** about the delivery (for example, "Left with receptionist").

6 **Swipe to complete** the stop. If any parts are missing or short, a confirmation sheet appears — review it and confirm before the stop closes.

The app automatically moves you to the next stop when the current one is complete.

8. Finish the Route

When every stop has been delivered, return to the **Route Overview**.

1 Tap the Route Overview to see all stops marked complete.

2 **Swipe to complete route** at the bottom of the screen.

3 The app uploads your GPS track, all scans, signatures, and photos, then shows a **Route Summary**.

The summary includes:

- Total stops and parts delivered
- Total distance driven and time on route
- Total value of delivered parts
- Any exceptions (short or missing parts)

> **Offline delivery?** If you lose signal mid-route, the app saves everything to your phone first and uploads it as soon as you are back online. You do not lose any work.

9. Chat with Dispatch

You can message your dealership dispatcher at any time — from the Delivery Board, the Route Overview, or an active stop.

1. Tap the **chat icon** (speech bubble) in the top corner of any screen.

2. Type your message and send it.

3. When dispatch replies, you get a **notification** on your phone even if the app is in the background.

> **Best practice:** Keep the app open while driving and stay in an area with good cell signal. ScanIt Delivery works best with a steady connection — it keeps your GPS track accurate and makes sure the dealership can see your location in real time. If you must go through a low-signal area, the app saves your data locally and syncs when signal returns.