Pioneer Delivery App Process:

- Login
  - Location: Valdosta/Lake Park/Adel/Hahira/Moultrie/LTC
  - Username: Insert employee username provided
  - Password: Insert employee password provided
- Press circle item with two arrows right hand bottom of screen to obtain deliveries and complete deliveries
- Pending Deliveries
  - Select delivery and then press "next"
    - Items press "next"
    - Payment Options: Select cash, check, credit card, or A/R account
      - Cash Payment: Quick keys for change back at bottom of screen
      - Check Payment: Insert check number only
      - Credit Card Payment: All fields apply on payment. Scroll for expiration date.
      - A/R Accounts: Scroll at bottom of screen for patient name and then hit "next"
- Email Receipt
  - Make sure both the Email a copy of the Receipt and Update Email Address in Pioneer slides are set from green to gray.
  - Acceptance
    - Press green tab to continue
    - Signature
      - Signature block signed by patient and then press continue
    - Press complete on next screen with patient signature
- Finalizing Deliveries and Reconciling Money bag
  - Press "Complete deliveries" on phone app in store location
  - On computer inside store location: Pull up Pioneer and login
  - Choose login and go to the "Sale" tab
    - Select " Search Sales" and click on "Posted on"
      - Input current date in both date blocks
    - Select "Delivered by"
      - Type in Delivery 2 or Delivery 3 and hit enter
    - Select "Reports" at top right of screen

- Drop down and select "Pioneer Mobile delivery audit by payment type"
- A screen will populate and select print immediately
- Reconcile payments to match the Audit Payment Report
- Binning a delivery
  - Go to "Workflow" and open "Will Call"
  - Scan barcode on bottom of ticket
  - Scan "Delivery 2" or "Delivery 3" barcode accordingly