

Red Hot Express is excited to bring you two new, quick and easy ways to get your orders through to us. We have recently implemented an online booking system. The following guide will tell you everything you need to know about how to use the system, so let's go ahead.

To get started, please visit our website portal at: www.dwaybill.com/redhotexpress

Web based order panel

- Upon arriving at our custom waybill ordering webpage, you will see the lower section called *Web login*, with a Customer Number and Password which need to be filled out. If we haven't already supplied you with those details, please call our office so that our team can let you have them.
- Once you have those details, fill them in and click Enter.
- Our web based order panel will look like this:

RED HOT EXPRESS 075776657

[New Delivery](#)
[New Pickup](#)
[New Third Party](#)
[Order History](#)

Track an order:
Order #:

Pickup At:		Deliver To:	
Cost Center:	Red Hot Express	Company:	<input type="text"/>
Contact:	Chad	Contact:	<input type="text"/>
Address - Suite:	293 Cameron Road	Address - Suite:	<input type="text"/>
City:	Tauranga	City:	<input type="text"/>
Postal Code:	3110 Bay of Plenty	Postal Code:	<input type="text"/> Bay of Plenty
Phone:	075776657	Phone:	<input type="text"/>
Parcel Details:		Service Details:	
Reference:	<input type="text"/>	Service Type:	Half Hour
Package Type:	Box	Round Trip:	No
# of Pieces:	1	Special Instructions:	<input type="text"/>
Total Weight (kg):	1	Ready Time:	Now
Delivery by:	<input type="text"/>		

[Download Red Hot Express Quick Entry Software](#)

- Online orders can be made from 8am-4:30pm, however you can still make orders outside of these hours, as they will roll over to the following day.
- If you have any problems with the online ordering process, don't hesitate to call our team on 07 577 6657 for immediate assistance.

Making a web based delivery order



- Whether you are making an order for a delivery to or from your business, your company details will always appear *Pickup At* or *Deliver To* sections, making ordering quicker and easier.
- To create a new order, simply ensure *New Delivery* is selected on the left hand side of the page, then go ahead and fill out the details for where the order is going to, in the *Deliver To* section.
- Fill out any relevant details in the *Parcel Details* and *Service Details* sections (i.e. number of pieces, weight, service type, package type).
- If you have any special instructions for our drivers regarding a delivery, you can also easily add those at the bottom.
- At this point, if you wish to know how much an order is going to cost, you can click the *Check Price* button at the bottom.
- Finally, just click *Submit* button at the bottom. It's that simple!

075776657

Pickup At:

Cost Center: Red Hot Express
 Contact: Chad
 Address - Suite: 293 Cameron Road
 City: Tauranga
 Postal Code: 3110 Bay of Plenty
 Phone: 075776657

Deliver To:

Company:
 Contact:
 Address - Suite:
 City:
 Postal Code: Bay of Plenty
 Phone:

Parcel Details:

Reference:
 Package Type: Box
 # of Pieces: 1
 Total Weight (kg): 1
 Delivery by:

Service Details:

Service Type: Half Hour
 Round Trip: No
 Special Instructions:
 Ready Time: Now

[Check Price](#) [Submit](#) [Reset](#)

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N.B. You will find that once you've used your client's details more than once for a delivery, the system will learn those details, meaning that you'll only have to type the first couple of letters of the company name, and the rest will then just automatically fill out. This saves you even more time.

Making a web based pick up order

- If you wish to make an order for a delivery to be picked up and delivered to your company address, that's just as easy.
- Click on *New Pickup* on the left and you'll see that your company now appear on the right, in the *Deliver To* section.



- Then simply fill out the pickup address details and any other relevant parcel/service details, and you are all ready to click the *Submit* button to get the order into our system.

Red Hot Express 075776657

[New Delivery](#)
[New Pickup](#)
[New Third Party](#)
[Order History](#)

Track an order:
 Order #:
 Go

Pickup At:		Deliver To:	
Company:	<input type="text"/>	Company:	Red Hot Express
Contact:	<input type="text"/>	Contact:	Chad
Address - Suite:	<input type="text"/>	Address - Suite:	293 Cameron Road
City:	<input type="text"/>	City:	Tauranga
Postal Code:	<input type="text"/> Bay of Plenty	Postal Code:	3110 Bay of Plenty
Phone:	<input type="text"/>	Phone:	075776657
Parcel Details:		Service Details:	
Reference:	<input type="text"/>	Service Type:	Half Hour
Package Type:	Box	Round Trip:	No
# of Pieces:	1	Special Instructions:	<input type="text"/>
Total Weight (kg):	1	Ready Time:	Now

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Making a web based third party order

- If you need to make a third party order (Freight Forward), picking up from one of your clients and sending to another (at your cost), this is just as simple.
- Click on *New Third Party* on the left and you'll see that your company name now appears in the *Charge To* details box.



- Now, just fill out both the *Pickup At* and *Deliver To* address details and any other relevant parcel/service details, and you are all ready to click the *Submit* button to get the order into our system.

RED HOT EXPRESS

075776657

[New Delivery](#)
[New Pickup](#)
[New Third Party](#)
[Order History](#)

Track an order:
 Order #:
 Go

Pickup At: Company: Contact: Address: City: Postal Code: Phone:

Deliver To: Company: Bay of Plenty

Your Price: \$10.98

Check Price Submit Reset

Parcel Details: Charge To: Red Hot Express Reference: Packages: Box # of Pieces: 1 Total Weight (kg): 1

Service Details: Service Type: Half Hour Round Trip: No Special Instructions: Ready Time: Now

Check Price Submit Reset

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N.B. With any of the three types of ordering just covered, you are able to click the *Check Price* button and the system will instantly let you know how much a particular order will cost.

Conducting a web based order history check

- Our web based system also allows you to check your order history, at the click of a button
- Click on *Order history* on the left and then either pick the relevant date from the month/day/year menus, or simply click *Show Calendar* and pick the required date there
- From there you'll see a list of orders from the relevant day with full details, as well as the ability to print waybills if needed.
- Finally, you can also track a current order by filling in the job number in the *Order #* box on the bottom left of the order history page.





075776657

- [New Delivery](#)
- [New Pickup](#)
- [New Third Party](#)

[Order History](#)

Track an order:
Order #:
Go

Order History for Red Hot Express:

[Show Calendar >](#)

February ▼ 3 ▼ 2016 ▼

Date:	Time:	Waybill #:	Pickup At:	Deliver To:	Status:	
3/2/16	9:25 AM	10050	Red Hot Express, 293 Cameron Road	company a	Order Delivered at: 3/02/16 9:37 AM	Print
3/2/16	9:18 AM	10048	Red Hot Express, 293 Cameron Road	Company A, 1234 Test St	Order Delivered at: 3/02/16 9:29 AM	Print

[Download Red Hot Express Quick Entry Software](#)

Quick Entry Order Panel

The second new way you can place job orders with us, is via the Quick Entry order panel which you can download to your computer, so it will always be there at the click of a button.

To get started, please visit our website portal at: www.dwaybill.com/redhotexpress

- Near the top of this webpage you will see the Quick Entry section and a *Download Now* button.
- When you click the download button it will save the Quick Entry Order panel software to your computer.
- Once it has downloaded, simply open it and you will be prompted for a Customer Number and Password. If we haven't already supplied you with those details, please call our office so that our team can let you have them.
- Once you've filled in the customer number and password boxes, the panel will open and look like this:



- Online orders can be made from 8am-4:30pm, however you can still make orders outside of these hours, as they will roll over to the following day.
- If you have any problems with the online ordering process, don't hesitate to call our team on 07 577 6657 for immediate assistance.

Making a Quick Entry Panel delivery order

- Whether you are making an order for a delivery to or from your business, your company details will always appear *Pickup @* or *Deliver to* sections, making ordering quicker and easier.
- To create a new order, make sure the delivery button is selected (it's the first, on the left, of the 6 circular buttons – see image below), then go ahead and fill out the details for where the order is going to, in the *Deliver To* section.
- Fill out any relevant details in the *Parcel Details* and *Service Details* sections (i.e. number of pieces, weight, service type, package type).
- If you have any special instructions for our drivers regarding a delivery, you can also easily add those at the bottom.
- At this point, if you wish to know how much an order is going to cost, you can click the *Check Price* button at the bottom.
- Finally, just click the *Send* button at the bottom. It's that easy!



The screenshot shows a web interface for Red Hot Express. At the top, there is a navigation bar with several circular buttons. The 'Delivery' button is highlighted with a red box. Below the navigation bar, the form is divided into several sections:

- Pickup @:** A dropdown menu is set to 'Third Party'. Below this are fields for Company (Red Hot Express), Contact (Chad), Address - Suite (293 Cameron Road), City (Tauranga), Postal Code (3110), Bay of F (dropdown), and Contact Phone (075776657).
- Deliver to:** Fields for Company, Contact, Address - Suite, City, Postal Code, Bay of F, and Contact Phone.
- Details:**
 - Parcel Details:** # of Pieces (1), Total Weight (kg) (1), Ready (Now).
 - Service Type:** Hall Hour.
 - Package Type:** Radio buttons for Box and Large Item.
 - Special Instructions:** Round Trip checkbox, 0 Attachments, and Reference field.

At the bottom of the form, there are three buttons: Clear, Check Price, and Send. The Red Hot Express logo and phone number (075776657) are also visible in the center of the form.

N.B. You will find that once you've used your client's details more than once for a delivery, the system will learn those details, meaning that you'll only have to type the first couple of letters of the company name, and the rest will then just automatically fill out. This saves you even more time.

Making a Quick Entry Panel pick up order

- If you wish to make an order for a delivery to be picked up and delivered to your company address, that's just as easy.
- To create a new order, make sure the pickup button is selected (it's the second, on the left, of the 6 circular buttons – see image below).
- Then simply fill out the pickup address details and any other relevant parcel/service details, and you are all ready to click the *Send* button to get the order into our system.



Pickup @:

Company:

Contact:

Address - Suite:

City:

Postal Code: Bay of F

Contact Phone:

Deliver to:

Company: Red Hot Express

Contact: Chad

Address - Suite: 293 Cameron Road

City: Tauranga

Postal Code: 3110 Bay of F

Contact Phone: 075776657

Details:

Parcel Details: # of Pieces: 1 Total Weight (kg): 1 Ready: Now

Service Type: Half Hour

Package Type: Box Bumper or

Special Instructions:

Round Trip 0 Attachments

Reference:

Making a Quick Entry Panel third party order

- If you need to make a third party order (Freight Forward), picking up from one of your clients and sending to another (at your cost), this is just as simple.
- With the circular Delivery button selected, click on *Third Party* on the left and you'll see that your company name now appears in the *Charge To* details box.
- Now, just fill out both the *Pickup @* and *Deliver to* address details and any other relevant parcel/service details, and you are all ready to click the *Send* button to get the order into our system.



The screenshot shows a web-based shipping order form for Red Hot Express. At the top, there is a navigation bar with several circular icons, including 'Delivery' and 'Exit'. The main form is divided into several sections:

- Pickup @:** Includes a dropdown menu set to 'Third Party' and input fields for Company, Contact, Address - Suite, City, Postal Code (with a 'Bay of F' dropdown), and Contact Phone.
- Deliver to:** Similar input fields for the destination.
- Central Logo:** The Red Hot Express logo with the phone number 075776657.
- Charge To:** A dropdown menu currently set to 'Red Hot Express'.
- Details:**
 - Parcel Details:** # of Pieces (1), Total Weight (kg) (1), Ready (Now).
 - Service Type:** Half Hour.
 - Package Type:** Radio buttons for Box (selected) and Large item.
 - Special Instructions:** Round Trip checkbox, 0 Attachments, and a Reference field.
- Bottom Bar:** Contains icons for Android and a mobile phone, and three buttons: 'Clear', 'Check Price', and 'Send'.

N.B. With any of the three types of ordering just covered, you are able to click the *Check Price* button and the system will instantly let you know how much a particular order will cost.

Conducting an order history check with Quick Entry Panel

- Our web bases system also allows you to check your order history, at the click of a button
- With the circular History button selected (third from the left), simply pick the relevant date from the calendar and orders from that date will appear in a list.
- From within that list of orders, when individual ones are double clicked on, they will open another window with that specific order's details.



History

February 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12

RED HOT EXPRESS

Export Orders
Advanced Search

Number of orders: 2

Order #	Ready	Pickup At	Deliver to	Status	Service	Price
10050	3/2/16 9:25 AM	Red Hot Express		Order Delivered at: 3/02/16 9:29 AM		
10048	3/2/16 9:18 AM	Red Hot Express	Company A	Order Delivered at: 3/02/16 9:29 AM		

Order Tracking

Charge To: Red Hot

Order Tracking:
10048

From	To
Red Hot Express	Company A

Status
Order Delivered at: 3/02/16 9:29 AM

Signature

Driver
test

Invoice price
\$10.98

From	To
Company: Red Hot Express	Company: Company A
Contact: Chad	Contact:
Street Address: 293 Cameron Road	Street Address: 1234 Test St
Suite:	Suite:
City: Tauranga	City:
Postal Code: 3110 Bay of	Postal Code: Bay of
Contact Phone: 075776657	Contact Phone:

Package details

Vehicle Type:

Total Weight (kg): 1

of Pieces: 1

Reference:

Package Type: Box

Service Type: Half Hour

Special Instructions:

Round Trip

