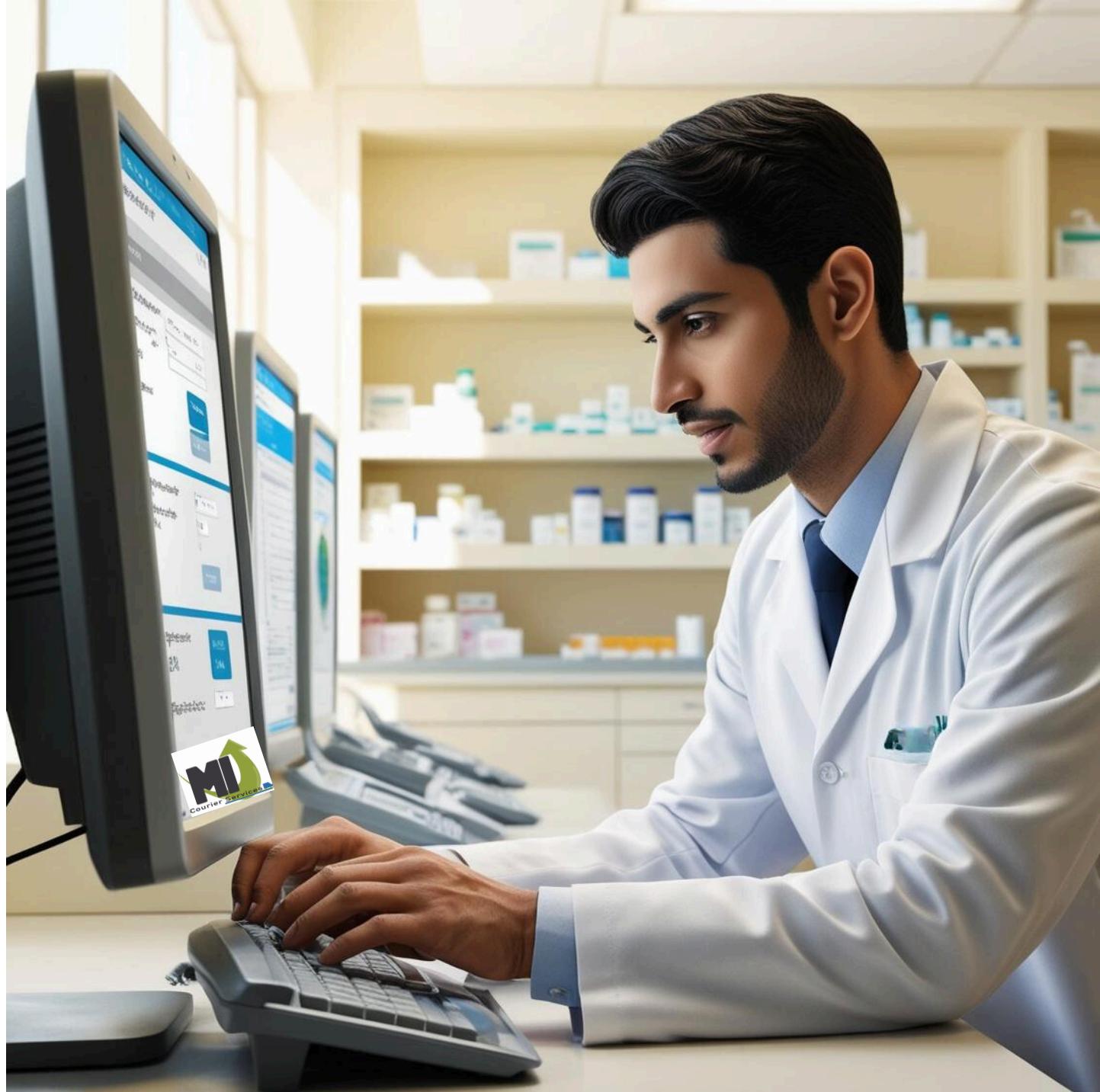
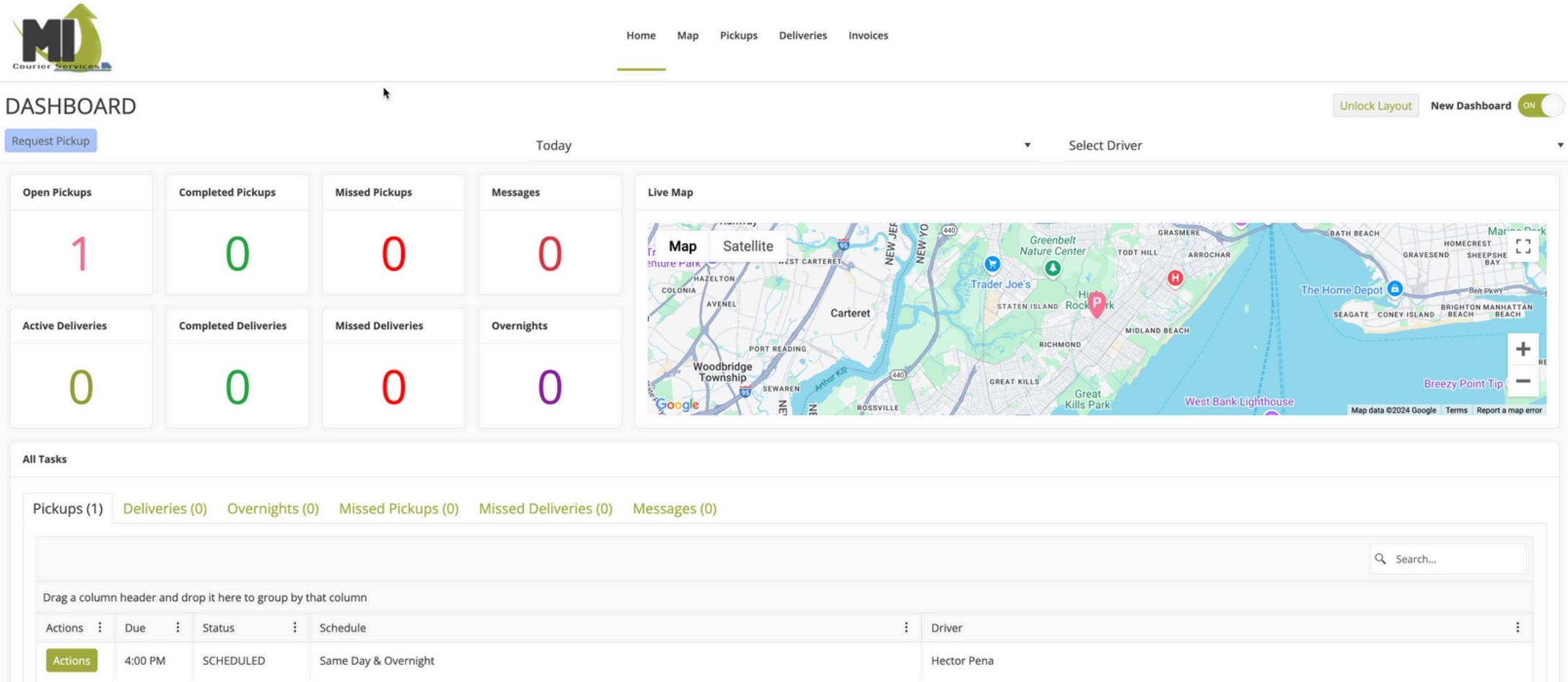


# How to enter a delivery into the MI Courier System



# Step 1 - Great job! You've successfully accessed your portal by confirming your email and setting up your password.

Welcome to your dashboard! For the best experience, we recommend using Google Chrome. Don't forget to bookmark this page so you can easily return whenever you need!



The dashboard features a navigation menu with 'Home', 'Map', 'Pickups', 'Deliveries', and 'Invoices'. The main content area includes a 'Request Pickup' button, a 'Today' filter, and a 'Select Driver' dropdown. A grid of eight summary cards displays counts for Open Pickups (1), Completed Pickups (0), Missed Pickups (0), Messages (0), Active Deliveries (0), Completed Deliveries (0), Missed Deliveries (0), and Overnights (0). A 'Live Map' shows a geographic area with various locations marked. Below the grid is an 'All Tasks' section with a filter bar for 'Pickups (1)', 'Deliveries (0)', 'Overnights (0)', 'Missed Pickups (0)', 'Missed Deliveries (0)', and 'Messages (0)'. A search bar and a table with columns for 'Actions', 'Due', 'Status', 'Schedule', and 'Driver' are also present.

Actions	Due	Status	Schedule	Driver
Actions	4:00 PM	SCHEDULED	Same Day & Overnight	Hector Pena



**Step 2 - You're almost there! If you have a scheduled pick-up time, that's fantastic! If not, no worries—you can easily request one. Just make sure to do it at least 2 hours before your desired pick-up time. You're doing great!**

The screenshot shows the MD Courier Services dashboard. At the top left is the MD Courier Services logo. The navigation bar includes Home, Map, Pickups, Deliveries, and Invoices. The dashboard header features a 'Request Pickup' button with a green arrow pointing to a 'Request a pickup' link, and a 'Select Driver' dropdown menu. The main content area is divided into several sections:

- Summary Statistics:** A grid of eight cards showing counts for Open Pickups (1), Completed Pickups (0), Missed Pickups (0), Messages (0), Active Deliveries (0), Completed Deliveries (0), Missed Deliveries (0), and Overnights (0).
- Live Map:** A map showing the current location and route, with various landmarks like Trader Joe's and The Home Depot visible.
- All Tasks:** A section with filters for Pickups (1), Deliveries (0), Overnights (0), Missed Pickups (0), Missed Deliveries (0), and Messages (0).
- Table:** A table with a search bar and a table body containing one row of data for a scheduled pickup.

Actions	Due	Status	Schedule	Driver
<a href="#">Actions</a>	4:00 PM	SCHEDULED	Same Day & Overnight	Hector Pena



**Step 3 - If you don't have a scheduled pick-up, no worries!  
Just let us know when you'd like to request a pick-up and  
specify when your order will be ready. We're here to help  
make it easy for you!**



Home Map Pickups Deliveries Invoices

### Add New Pickup

Customer: Roseview Pharmacy

\* Pickup Date:

\* Pickup Time:

First save your pickup, then you will be able to assign the customers that will receive deliveries.

Save Pickup Request

Cancel



# Step 4 - Now it's time to enter your deliveries! Either by the requesting pick up or add deliveries to the schedule. Just let us know the details of the deliveries, specify how you'd like them handled, and choose your preferred service options. We've got you covered!

home map pickups deliveries invoices

**Customer Pickup and Receive Items**

Add the customers for the delivery. When you are finished, click the Pickup Completed button. Finished

Clients Selected (2)

Select from one of the known contacts, or add a new contact. Click Search to find a contact.

Jimmy SEARCH CLEAR ADD CONTACT

2 client(s) selected. [Click here to view all.](#)

Name	Location	Phone	Ovr	Ref	CnRx	Hzd	Sig	Leave	Qty	Due	Time	Notes
<input checked="" type="checkbox"/> ANTHONY FRANCO	3 ESTELLE PL STATEN ISLAND, New York 10309	646-321-0206	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	02/07/2025	8:00 PM	NOTES				
<input type="checkbox"/> Ao Xiao feng	382 Stobe Ave Staten Island, New York 10306	646-541-6411	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0			NOTES
<input type="checkbox"/> bin liu	27 TITUS AVENUE staten island, New York 10306	585-315-8868	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0			NOTES
<input type="checkbox"/> ching yu	216 forest green staten island, New York 10312	(646) 696-7134	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0			NOTES
<input type="checkbox"/> Choiwan Tse	1407 Richmond Ave Staten Island, New York 10314	917-399-0524	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0			NOTES
<input type="checkbox"/> chuanbao he	12 jackson ave staten island, New York 10305	(917) 392-3386	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0			NOTES
<input type="checkbox"/> EMILY BAI	423 MAIN STREET STATEN ISLAND, New York 10307	(929) 491-8880	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0			NOTES
<input type="checkbox"/> ESTHER MEDINA	800 MANOR ROAD 3T STATEN ISLAND, New York 10314	(917) 937-8154	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0			NOTES



# Step 5 - You have entered your deliveries, you have specified how to service them. Now you can finalize the process by printing your label and or just letting us know your finished adding deliveries to this pick up.

MD Courier Services

Home Map Pickups Deliveries Invoices

### Customer Pickup and Receive Items

Add the customers for the delivery. When you are finished, click the Pickup Completed button.

Clients Selected (2) **Review the orders that are selected to go out on this pick up**

Let us know when your done adding all the deliveries to this pick up so a driver can pick up **Finished**

Name	Location	Phone	Ovr	Ref	CnRx	Hzd	Sig	Leave	Qty	Due	Time	Notes	Actions
ANTHONY FRANCO	Choose a Clinic	3 ESTELLE PL, STATEN ISLAND, NY 10309	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2/7/2025	8:00 PM	NOTES	
EVAN BAI	Choose a Clinic	423 MAIN STREET, STATEN ISLAND, NY 10307	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2/6/2025	8:00 PM	NOTES	

Click here to print your label

1 - 2 of 2 records



**Step 6 - You are finished. Now you can add a label to your package. A driver will pick up by the due time or once you have clicked finished, the driver will be dispatched.**

Print Label

kM1sPgplbmRzdHJlYW0Kcm... 1 / 1 | - 69% + | [Icons]

1

**MI**  
Courier Services

**FROM:**  
Roseview Pharmacy  
1077 Bay ST, Unit 6  
Staten Island, NY 10305  
Phone: 561-634-1694  
Email: info@micourierservices.com  
Printed on: 2/6/2025 2:41:29 PM

**TO:**  
ANTHONY FRANCO  
3 ESTELLE PL,  
STATEN ISLAND, NY 10309  
Phone:

[QR Code]

Close

Finished

Show 10 records

	Time	Notes	Actions
5	8:00 PM	NOTES	[Icons]
5	8:00 PM	NOTES	[Icons]

prev 1 next



