

# Dash Delivery Inc

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OnTime 360 Delivery Software Instructions

Go to whichever site best fits your device:

[OnTime Web](#)

[OnTime Play Store](#)

[OnTime Apple](#)

The Login is:

Company ID: dash2

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### At meet point or pickup

All stops need to be marked PICKED UP. Put the barcode # if available in the PICKED FIELD and submit. If there is no barcode then use a piece count. This is a chain of custody process and is needed.

### When making the delivery

Find the appropriate job

Tap Deliver

In the "Delivered to:" field put the Last name and first initial of the person who signed ie. S Jones. Close out each job as DELIVERED with the appropriate label in the delivery field. The time stamp is in real-time so making sure you actually complete the job in the system very is important.

Hit submit. Once you've done that it sends a message to our customer formatted with all the information they need in an easy to read format.

Our customers expect this every time we make an airport drop.

If you can't process it for some reason call Dash – 541-665-3274 x 1

Our dispatch team can also be reached through GroupMe or text at: 541-690-8457

You can call that number at any time for any other questions.

Thank you,

Zach Woody  
Dash Delivery Inc