

*This optional guide provides you with advice and guidance on how you and your organization can more effectively use the dispatching feature on the Delivery Dashboard and tips on navigating through dashboard features.*

## PRE-ASSIGNING DELIVERY ORDERS

This feature allows the manager to Pre-Assign delivery orders to their Delivery Experts before they are checked back in from their previous run. This provides the dispatcher the ability to expedite deliveries and make proactive routing decisions. Credit card receipts for delivery orders will now print when delivery orders are Pre-Assigned, so you don't have to wait until dispatching.



Pre-Assign Orders to Delivery Experts when you are certain which Delivery Expert will return first.

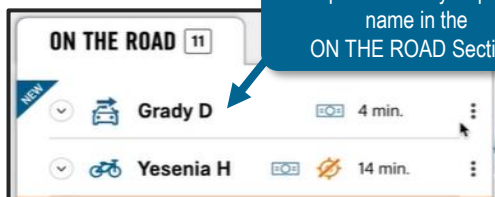
### STEP 1

Tap the order(s) you wish you pre-assign to a Delivery Expert.



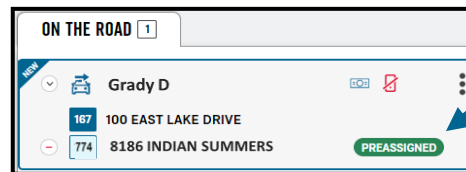
### STEP 2

Tap the Delivery Expert's name in the ON THE ROAD Section.

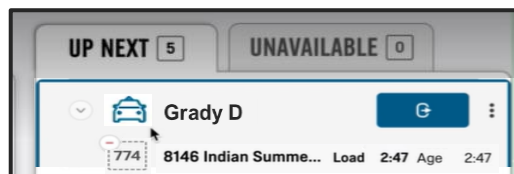


### STEP 3

The order is now pre-assigned to this Delivery Expert. Once pre-assigned, you will see the Delivery Expert's name above the delivery order in the ORDER section and the pre-assigned order will appear under the Delivery Expert's name in the ON THE ROAD section. The delivery credit card receipt will print.



Once the Delivery Expert returns and is checked-in, you will see the pre-assigned orders under the Delivery Expert's name in the UP NEXT section. Dispatch as usual.



**For stores using the 'Auto-Check In' feature:** Returning Delivery Experts who have Pre-Assigned order(s) will automatically appear in the UP NEXT Section with their Pre-Assigned order(s) once:

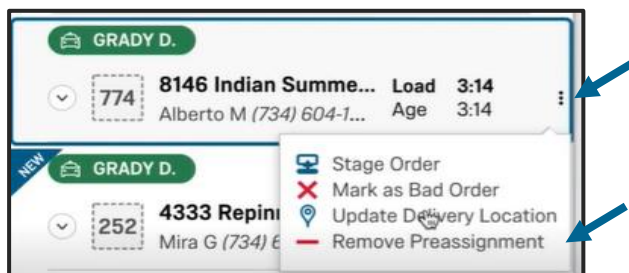
- They've completed all their Delivery orders AND
- Entered the store's geofence.

Dispatch as usual.

## REMOVING PRE-ASSIGNED ORDERS

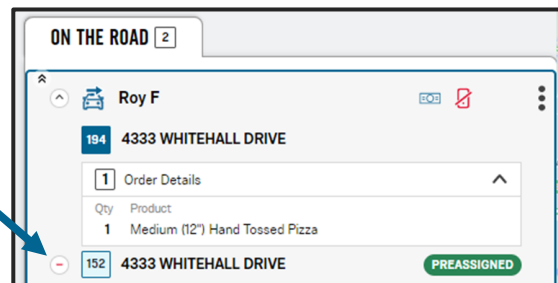
### OPTION 1

**Step 1:** Tap the 3 dots next to the order that was pre-assigned.  
**Step 2:** Tap Remove Pre-assignment from the drop-down menu.



### OPTION 2

Tap the minus sign (-) under the Delivery Expert's name in the ON THE ROAD Section.



NOTICE TO FRANCHISEES AND THEIR EMPLOYEES: These materials contain information related to optional technologies and business practices. As independent business owners, franchisees may use or not use these optional technologies, business practices, and materials in their sole discretion. Franchisees must determine the policies, procedures, and practices to be implemented in their stores regarding the issues addressed in these materials and must ensure compliance with applicable federal, state, and local laws. Franchisees are solely responsible for the operation of their stores including, without limitation, employment and pay practices, safety and security matters, and other workplace issues. The persons who work in stores owned and operated by a franchisee are employees of the franchisee, and not employees of Domino's Pizza LLC or its affiliated entities. These materials are for general informational purposes only and do not, and are not intended to, constitute legal advice. By providing these materials, Domino's Pizza LLC and its affiliated entities. These materials also contain information related to optional functions of the Domino's Pulse system. As independent business owners, franchisees may use or not use these optional Pulse functions in their sole discretion. Any information generated by these optional Pulse functions is only as accurate as the information franchisees elect to input into their Pulse system and franchisees must confirm the accuracy of the information. The Pulse system is neither intended nor able to be utilized as a payroll system; franchisees should utilize a qualified third-party payroll vendor solution and/or an accounting service provider to perform such services and should also consult with their own legal counsel. Franchisees must determine the policies, procedures, and settings that need to be implemented in their stores to ensure that their use of these optional Pulse functions complies with all applicable legal requirements. REMEMBER: Estimated Average Delivery Time ("eADT") and estimated Extreme Deliveries use a third-party web mapping service to estimate the time it should take to complete a delivery. Actual time on the road has no impact and there is nothing personnel making a delivery can do on the road to impair or improve these estimates. Personnel making a delivery should always operate a vehicle/bicycle safely and observe all applicable traffic laws when on the road.