



Memo

To: Sandhills Delivery Drivers
Date: ~~3/12/2013~~ 7/2013
Re: SOP # 5 – Updating RBAGS for Mileage Deliveries

The following procedure should be followed to update RBAGS for mileage deliveries:

1. Sign on to WWW.RBAGS.COM
2. Click on the BDO number (far left) for the BDO you will be updating
3. Highlight and copy the street address
4. Click on the "Mileage" box
5. Click on the "mileage calculator"
6. When Mapquest comes up, put the curser at the beginning of the destination zip code
7. Right Click and paste the address in front of the zip code
8. Add a comma after the street address and press enter 1 time
9. Click on find
10. Write down the mileage from the primary route
11. Exit mapquest by clicking on the red X at the top right corner of the screen
12. Click on "Close this window only"
13. In the mileage box, add the miles for the delivery
14. In the comment box, write "added mileage"
15. Click on "Add" which is to the right of the comment box
16. Click on "Save" (top left corner)
17. Scroll down to see that the calculation has been made and \$ are now assigned to this BDO.

P. O. B o x 2 4 0 7 K e r n e r s v i l l e, N C 2 7 2 8 5

P h o n e: 9 1 9. 4 5 7. 6 1 0 9 E m a i l: sandhillsdel@yahoo.com