

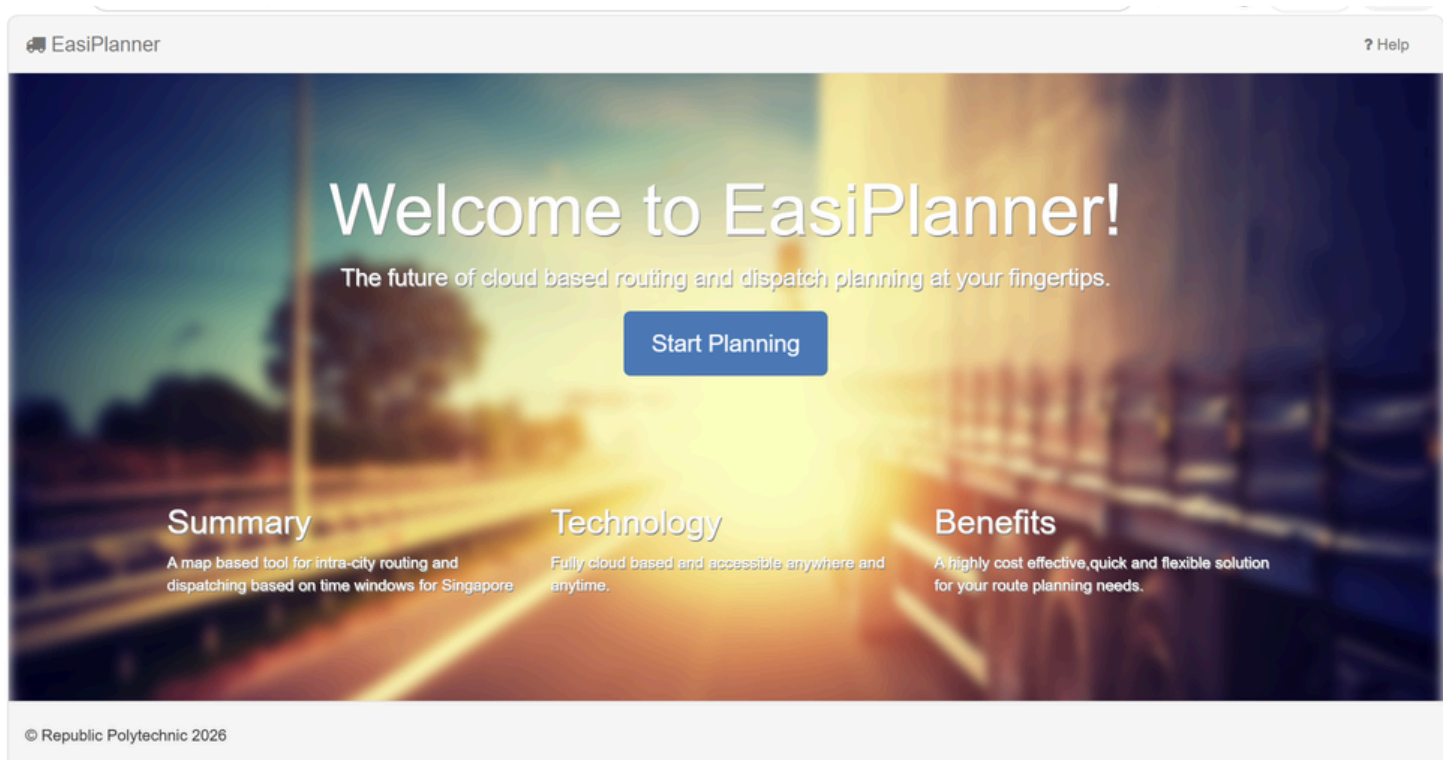
# EasiPlanner Instructions

## Overview:

EasiPlanner is a cloud-based logistics platform designed to solve the "Last-Mile Delivery" challenge. It automatically generates the most efficient, step-by-step route sequences for vehicle fleets operating across Singapore. It supports three (3) modes of planning: Auto, Semi - auto, and Manual.

## Step 1: Accessing the Portal

- Navigate to the EasiPlanner portal:  
<http://www.easiplanner.net>
- Click [**Start Planning**] button to access login page.



## Step 2: Authenticating your Account

- Enter your Email & Password.
- Click the **[Login]** button to access the main dashboard.

 EasiPlanner Help

[Home](#) / [Login](#)

### Login

Please fill out the following fields to login:

Email / Username

Password

☒ Remember Me

Login

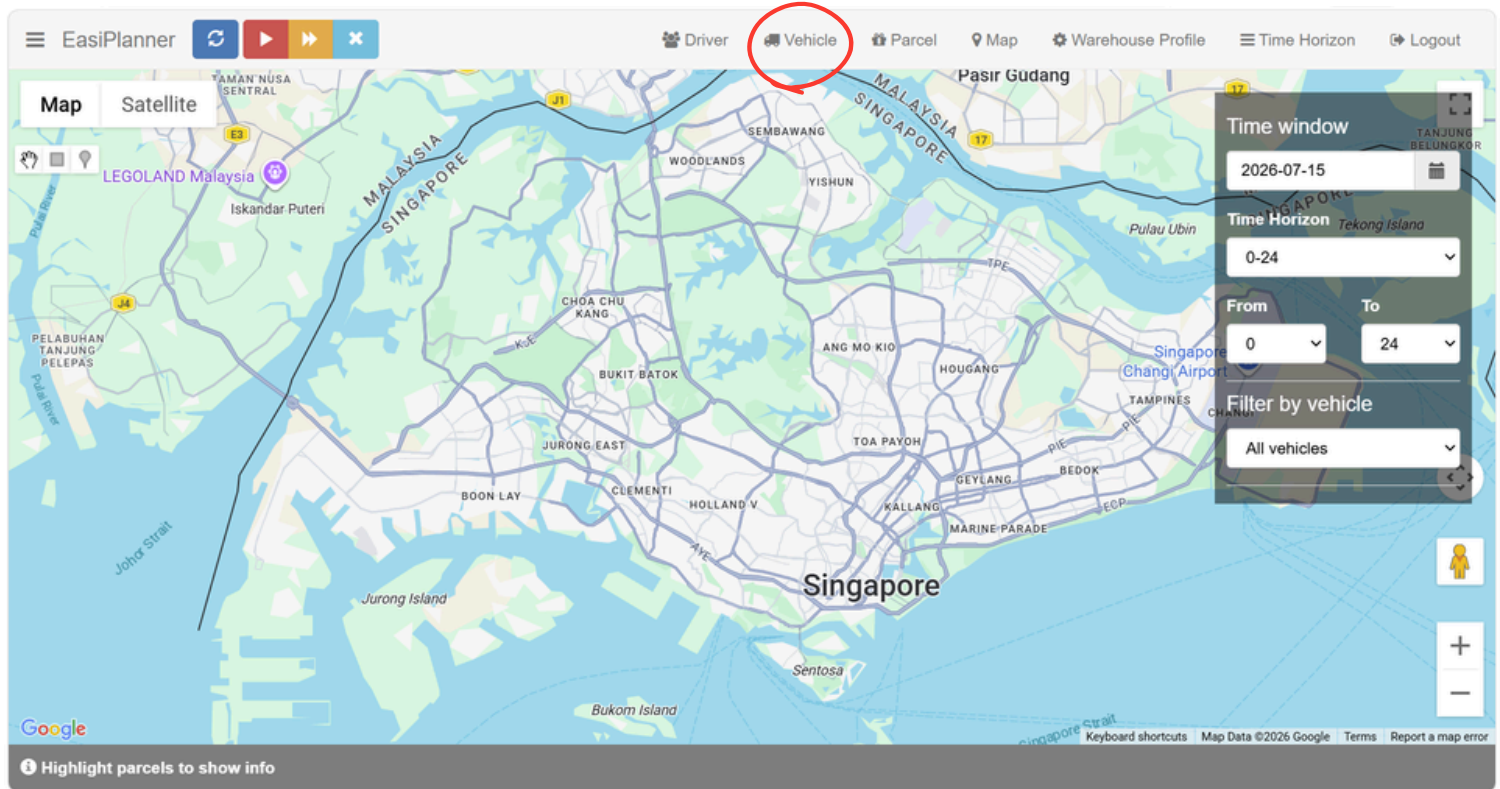
[Register](#) / [Forgot password?](#) / [Resend confirmation email](#)

To modify the username/password, log in first and then [update your account](#).

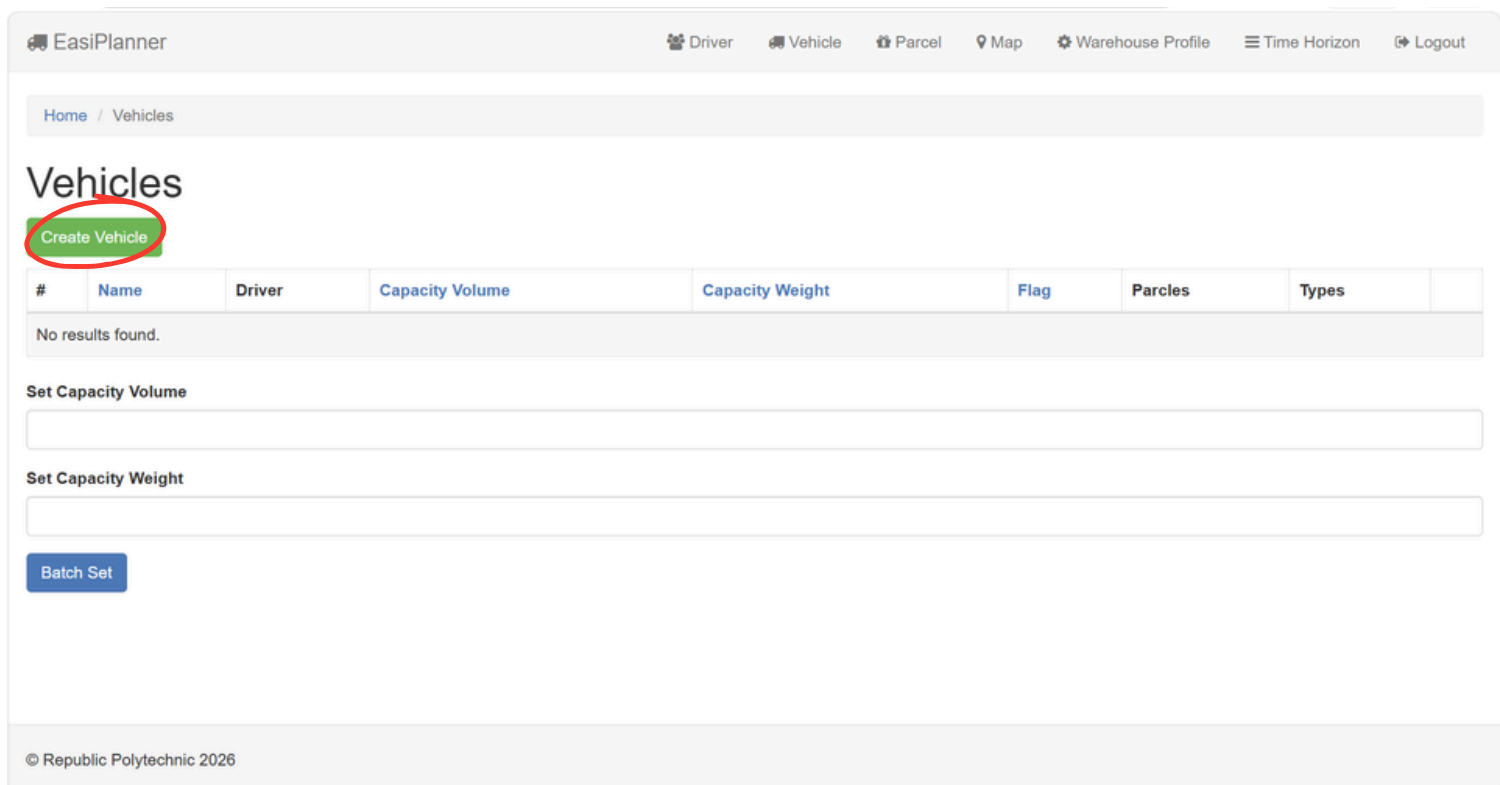
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## Step 3: Managing Fleet Vehicles

- Click the **[Vehicle]** tab on the main dashboard's top navigation bar.



- Click the green **[Create Vehicle]** button at the top left of the directory page.



- Name: Enter the vehicle's license plate number (e.g., SH1234X).
- Capacity Volume & Weight: Define the capacity of each vehicle. (Note: These values are unitless and independent of each other).
- Leave Driver ID blank or ignore it.
- Click the **[Create]** button to add the vehicle.

EasiPlanner

Driver Vehicle Parcel Map Warehouse Profile Time Horizon Logout

Home / Vehicles / Create Vehicle

## Create Vehicle

Name

SH1234X

Capacity Volume

30

Capacity Weight

30

Driver ID

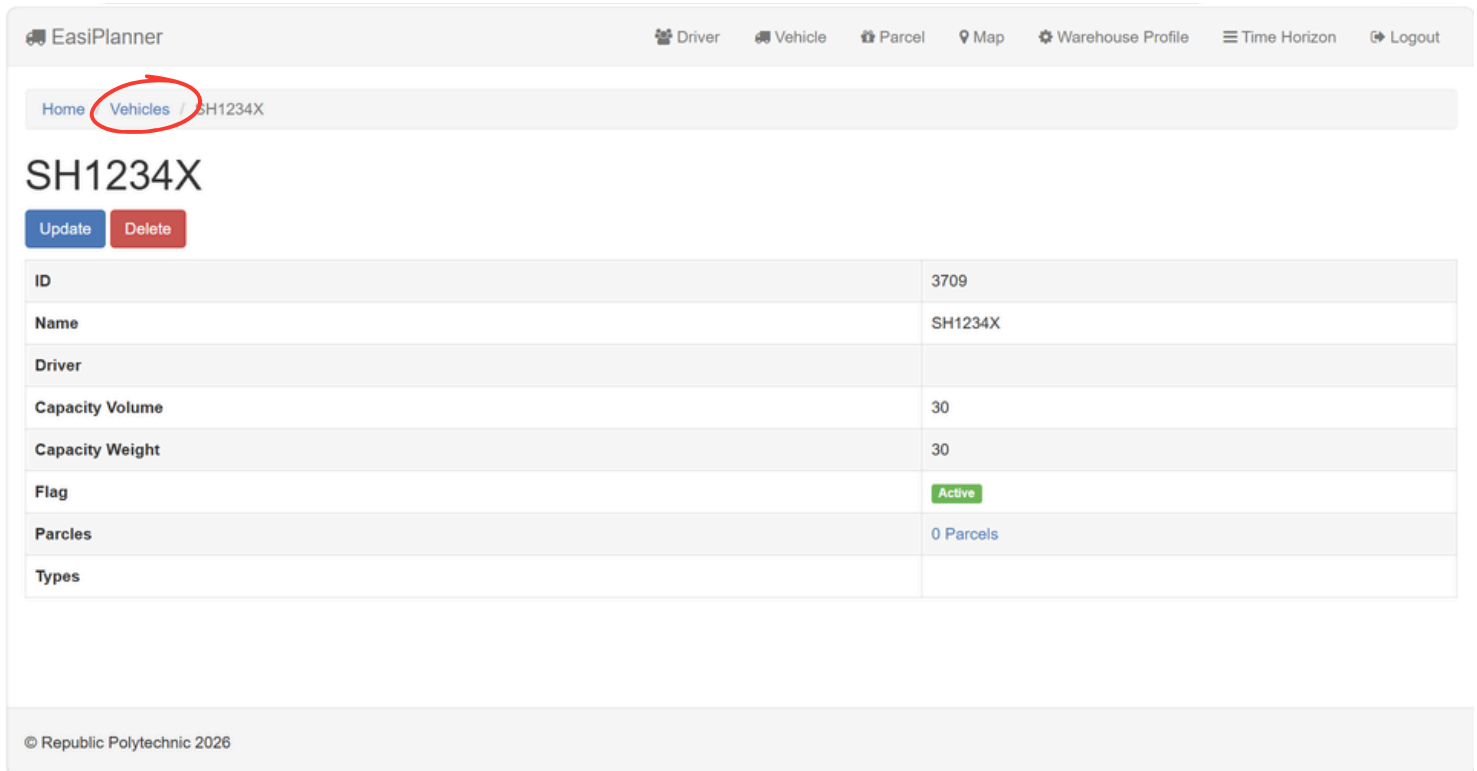
Flag

☒ Active | ☐ Inactive

Create

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- After clicking [**Create**], you will instantly see the details of your newly created vehicle.
- Click the blue [**Vehicles**] link at the top left to return to view your full list of registered vehicles



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Driver Vehicle Parcel Map Warehouse Profile Time Horizon Logout

Home **Vehicles** / SH1234X

## SH1234X

Update Delete

|                 |           |
|-----------------|-----------|
| ID              | 3709      |
| Name            | SH1234X   |
| Driver          |           |
| Capacity Volume | 30        |
| Capacity Weight | 30        |
| Flag            | Active    |
| Parcels         | 0 Parcels |
| Types           |           |

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- Click the blue Pencil icon on the right side of any row to edit a vehicle's weight or volume capacity.
- Click the blue Trash Can icon to permanently remove an asset from your directory.

EasiPlanner

Driver

Vehicle

Parcel

Map

Warehouse Profile

Time Horizon

Logout

Home / Vehicles

## Vehicles

Create Vehicle

Showing 1-3 of 3 items.

| # | Name    | Driver    | Capacity Volume | Capacity Weight | Flag   | Parcels | Types |                                                                                                                                                                                                                                                             |
|---|---------|-----------|-----------------|-----------------|--------|---------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | SH5678X | (not set) | 31              | 31              | Active | Parcels |       |    |
| 2 | SH1122X | (not set) | 28              | 28              | Active | Parcels |       |    |
| 3 | SH1234X | (not set) | 30              | 30              | Active | Parcels |       |    |

Set Capacity Volume

Set Capacity Weight

Batch Set

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- Batch Set: Enter uniform values in the Set Capacity Volume and Set Capacity Weight input fields.
- Click the blue **[Batch Set]** button to overwrite and apply these limits to all active vehicles simultaneously.

EasiPlanner

Driver

Vehicle

Parcel

Map

Warehouse Profile

Time Horizon

Logout

Home / Vehicles

## Vehicles

Create Vehicle

Showing 1-3 of 3 items.

| # | Name    | Driver    | Capacity Volume | Capacity Weight | Flag   | Parcels | Types |                                                                                                                                                                                                                                                                   |
|---|---------|-----------|-----------------|-----------------|--------|---------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | SH5678X | (not set) | 31              | 31              | Active | Parcels |       |    |
| 2 | SH1122X | (not set) | 28              | 28              | Active | Parcels |       |    |
| 3 | SH1234X | (not set) | 30              | 30              | Active | Parcels |       |    |

Set Capacity Volume

30

Set Capacity Weight

30

Batch Set

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- After clicking [Batch Set], check the capacity weight & volume columns to ensure all the numbers have changed.

EasiPlanner
Driver
Vehicle
Parcel
Map
Warehouse Profile
Time Horizon
Logout

Home / Vehicles

## Vehicles

Create Vehicle

Showing 1-3 of 3 items.

| # | Name    | Driver    | Capacity Volume | Capacity Weight | Flag   | Parcels | Types |                                                                                                                                                                         |
|---|---------|-----------|-----------------|-----------------|--------|---------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | SH5678X | (not set) | 30              | 30              | Active | Parcels |       |   |
| 2 | SH1122X | (not set) | 30              | 30              | Active | Parcels |       |   |
| 3 | SH1234X | (not set) | 30              | 30              | Active | Parcels |       |   |

Set Capacity Volume

Set Capacity Weight

Batch Set

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## Step 4: Configuring Warehouse Profile

- Click the [Warehouse Profile] tab on the top navigation bar.
- Full Name: Enter a name for the Warehouse. (e.g., Warehouse 1)
- Postal: Enter a valid 6-digit Singapore postal code to define the fleet's starting location.
- Speed Factor: Set to 1. (Note: Vehicle speed = Road speed limit x speed factor.)

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Driver Vehicle Parcel Map Warehouse Profile Time Horizon Logout

Home / Profile

## Profile # 7048

Full Name

Address

Postal

Phone

Latitude

Longitude

Speed Factor

[Update](#)

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- Click the blue **[Update]** button to save the configuration.
- Verify that a green confirmation bar reading "Profile updated" appears at the top.

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Driver Vehicle Parcel Map Warehouse Profile Time Horizon Logout

Home / Profile

Profile updated

## Profile # 7048

Profile updated

Full Name

Address

Postal

Phone

Latitude

Longitude

Speed Factor

[Update](#)

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- Ensure the Latitude and Longitude fields populate automatically, confirming the system mapped the address successfully.

EasiPlanner

Driver Vehicle Parcel Map Warehouse Profile Time Horizon Logout

Home / Profile

### Profile # 7048

Full Name

Address

Postal

Phone

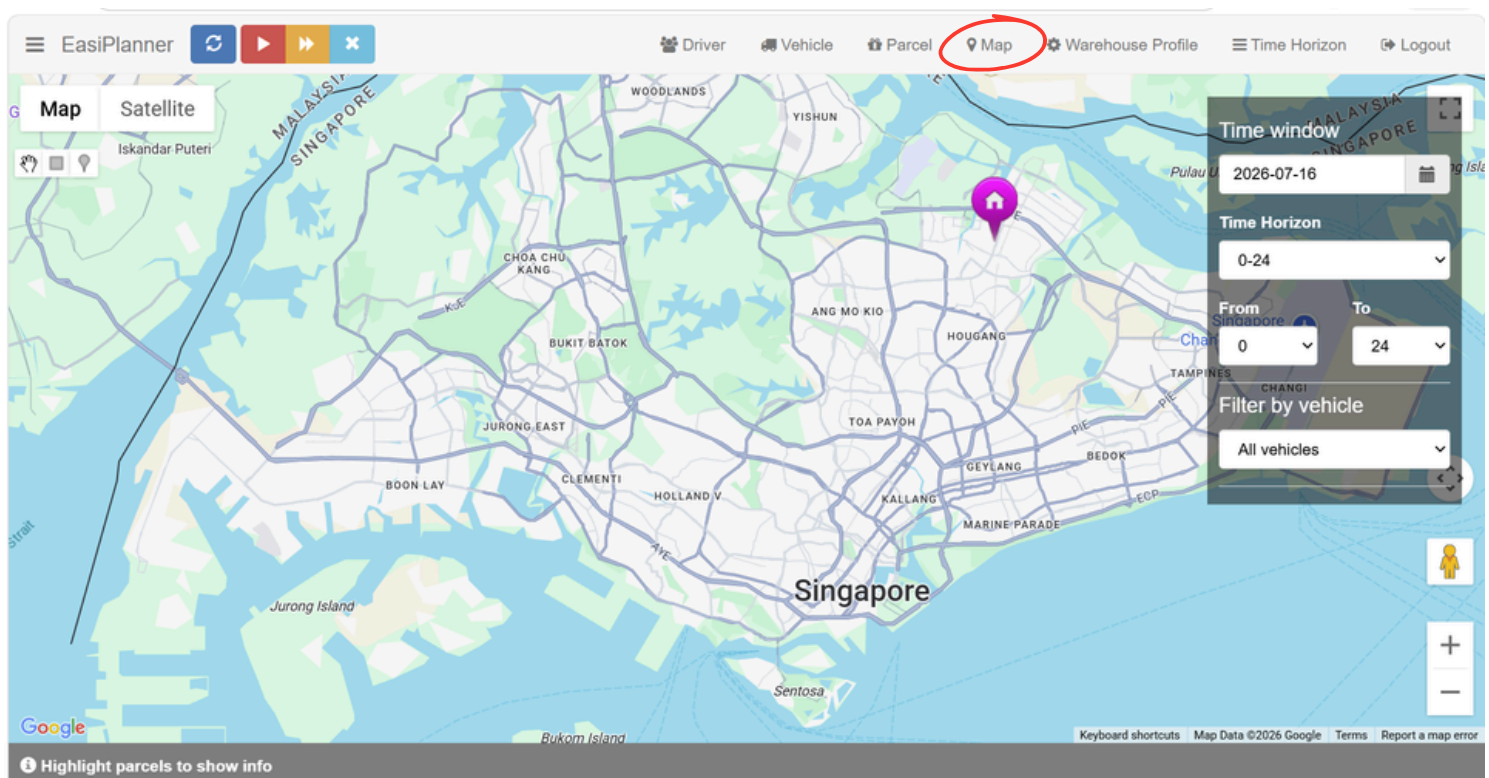
Latitude

Longitude

Speed Factor

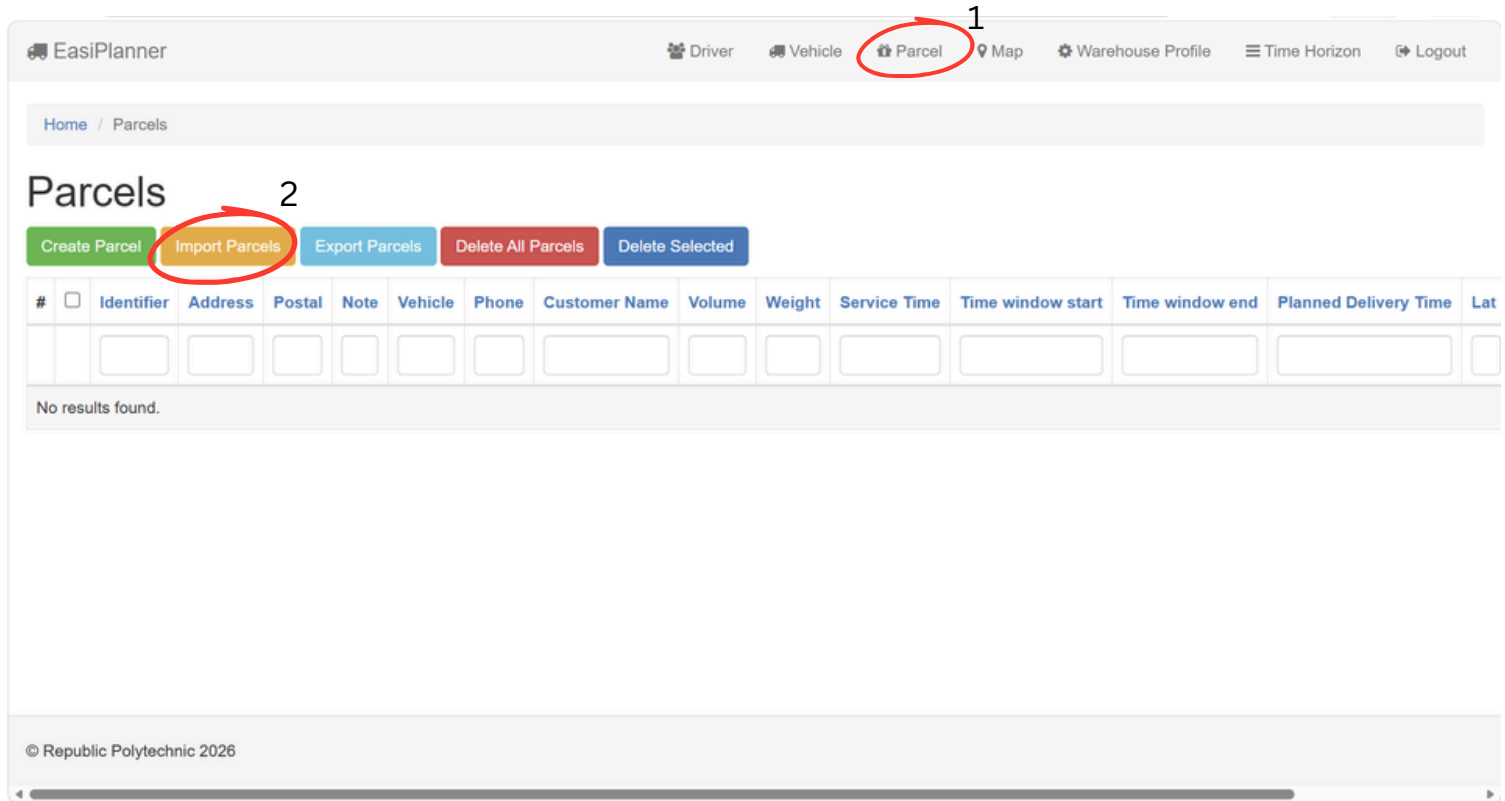
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- Click the **[Map]** tab on the top navigation bar.
- Verify that a purple checkpoint marker displays on the map, identifying your warehouse location.

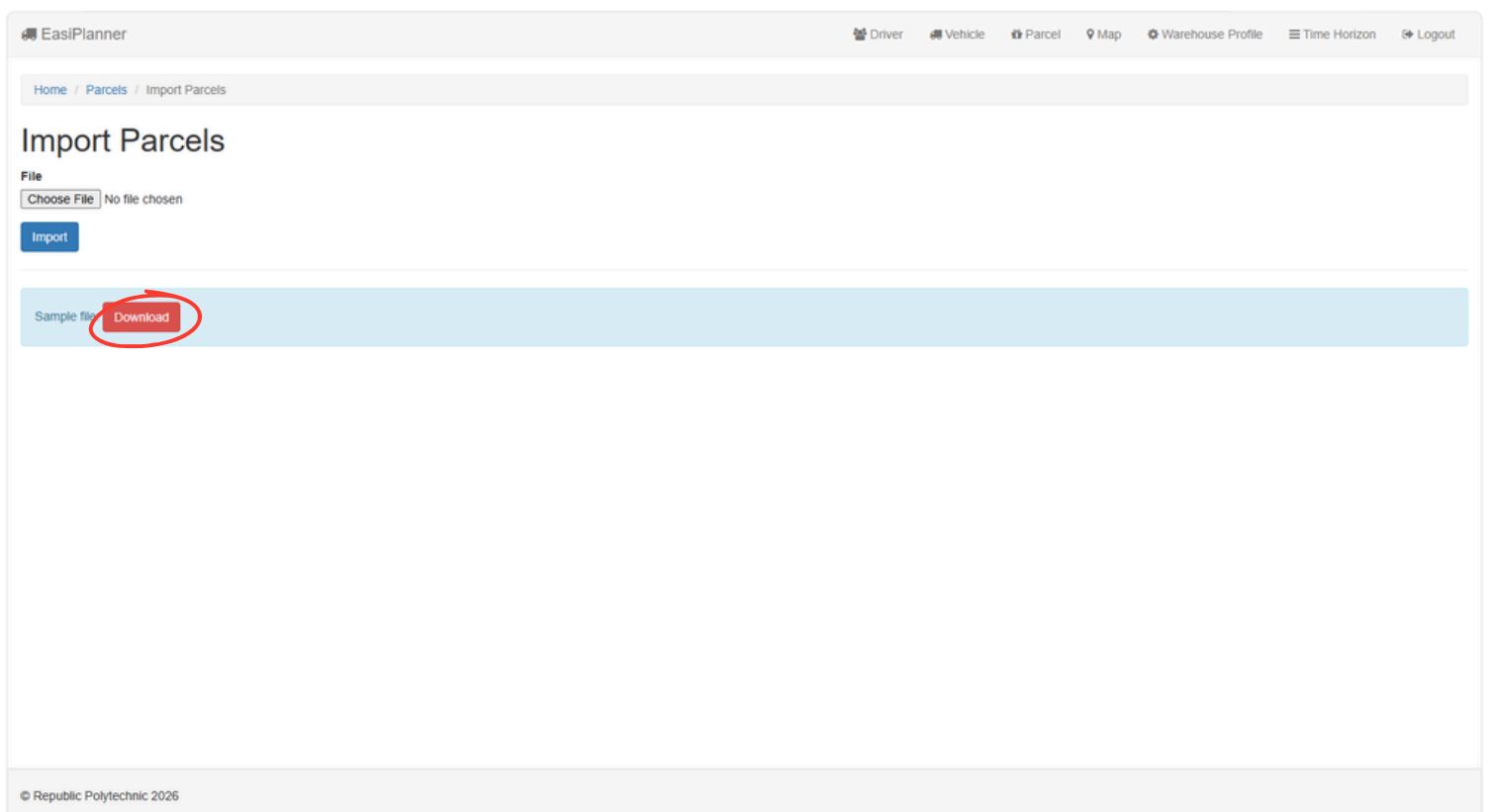


## Step 5: Importing Parcels

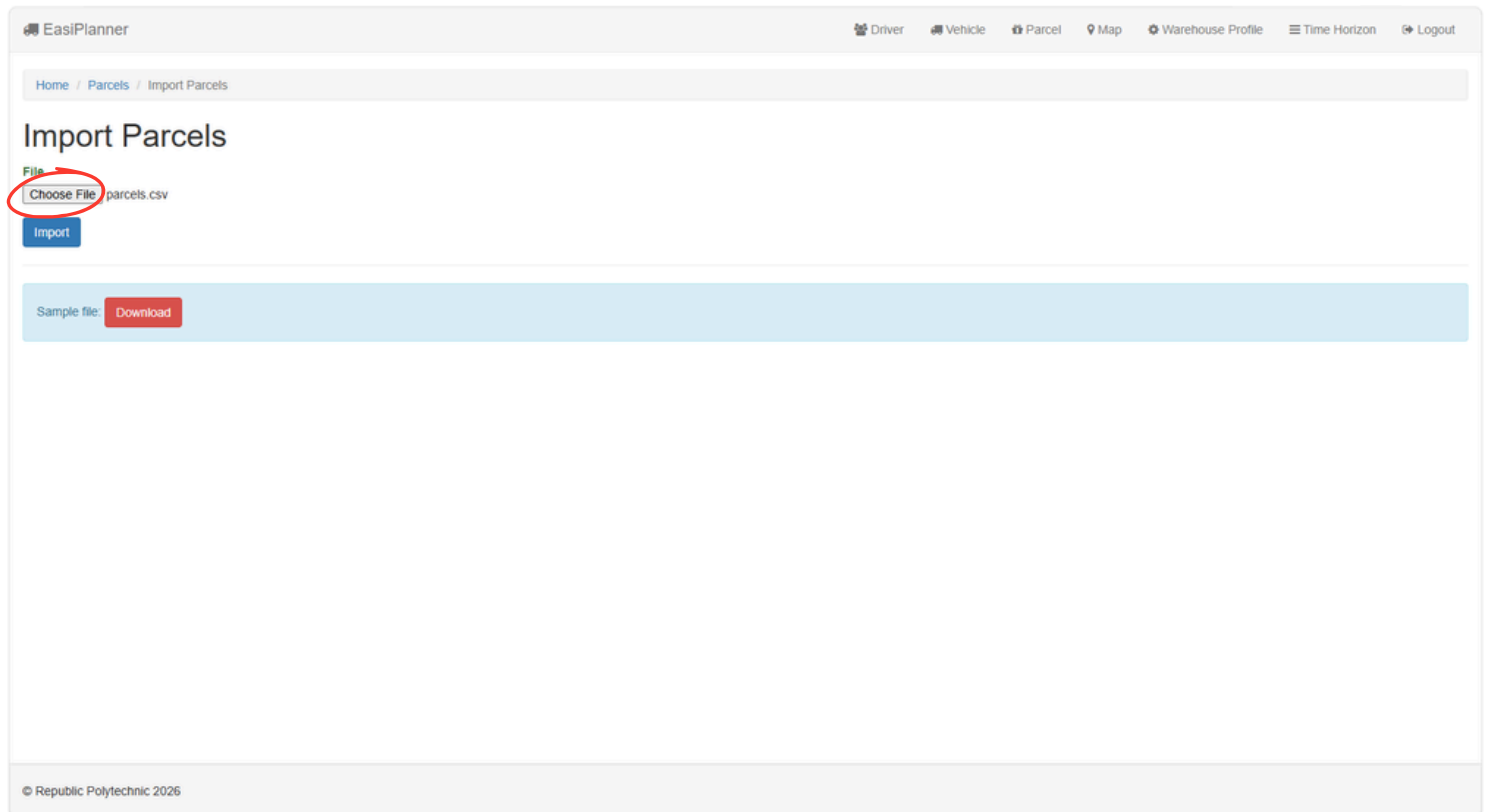
- Click the [**Parcel**] tab on the top navigation bar.
- Click the orange [**Import Parcels**] button.



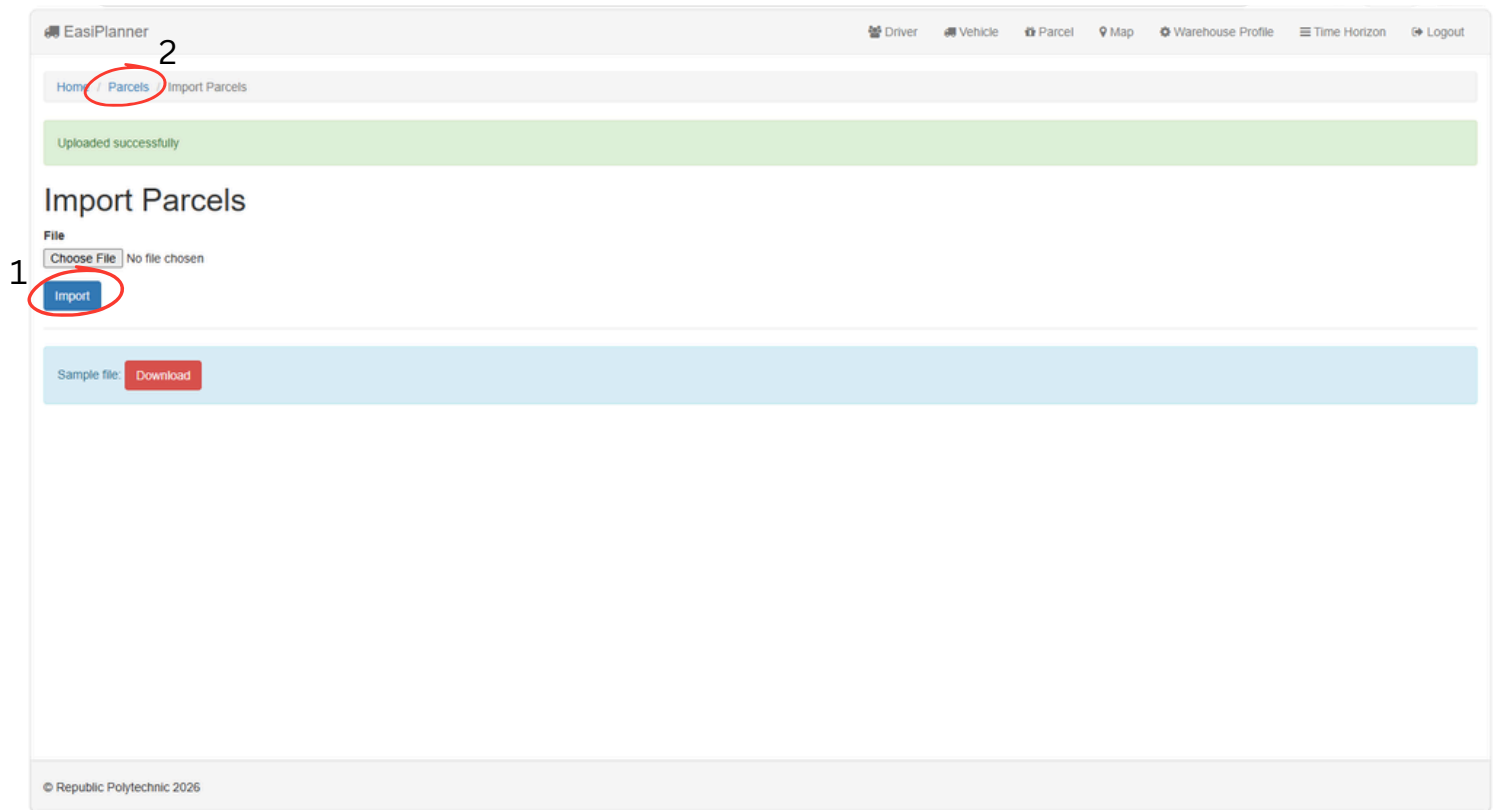
- Click [**Download**] button to save the sample CSV template to your computer.



- Click [**Choose File**] button to locate and select your saved CSV data file.



- Click blue [**Import**] button.
- Verify that a green confirmation bar reading "**Uploaded successfully**" appears at the top.
- Click the blue [**Parcel**] link at the top left to view all the parcels.



- The sample data uploaded can be seen.

EasiPlanner

Driver Vehicle Parcel Map Warehouse Profile Time Horizon Logout

Home / Parcels

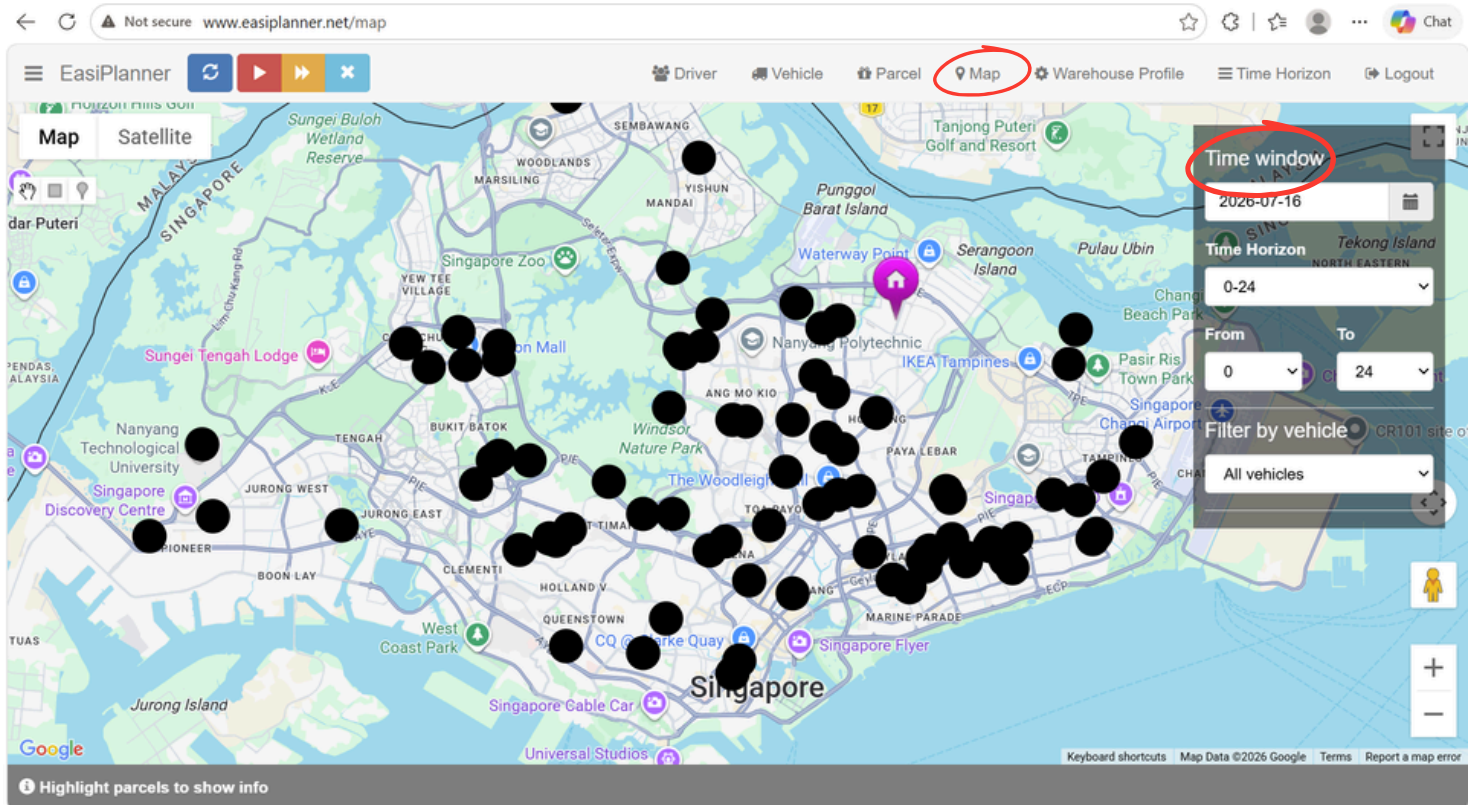
## Parcels

Create Parcel Import Parcels Export Parcels Delete All Parcels Delete Selected

Showing 1-50 of 80 items.

| # | <input type="checkbox"/> | Identifier           | Address              | Postal               | Note                 | Vehicle              | Phone                | Customer Name        | Volume               | Weight               | Service Time         | Time window start    | Time window end      | Planned Delivery     |
|---|--------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|   | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 1 | <input type="checkbox"/> | SN38298299           | (not set)            | 535778               | (not set)            | (not set)            | 93913941             | Customer 384         | 1                    | 1                    | 15                   | 2026-07-16 17:00:00  | 2026-07-16 20:00:00  | (not set)            |
| 2 | <input type="checkbox"/> | SN35784890           | (not set)            | 388715               | (not set)            | (not set)            | 94044986             | Customer 62          | 1                    | 1                    | 15                   | 2026-07-16 15:00:00  | 2026-07-16 18:00:00  | (not set)            |
| 3 | <input type="checkbox"/> | SN98332140           | (not set)            | 678907               | (not set)            | (not set)            | 95406417             | Customer 143         | 1                    | 1                    | 15                   | 2026-07-16 15:00:00  | 2026-07-16 18:00:00  | (not set)            |
| 4 | <input type="checkbox"/> | SN72750775           | (not set)            | 539688               | (not set)            | (not set)            | 94763329             | Customer 52          | 1                    | 1                    | 15                   | 2026-07-16 19:00:00  | 2026-07-16 22:00:00  | (not set)            |

- Click the **[Map]** tab on the top navigation bar.
- Able to choose different dates for jobs in Time Window



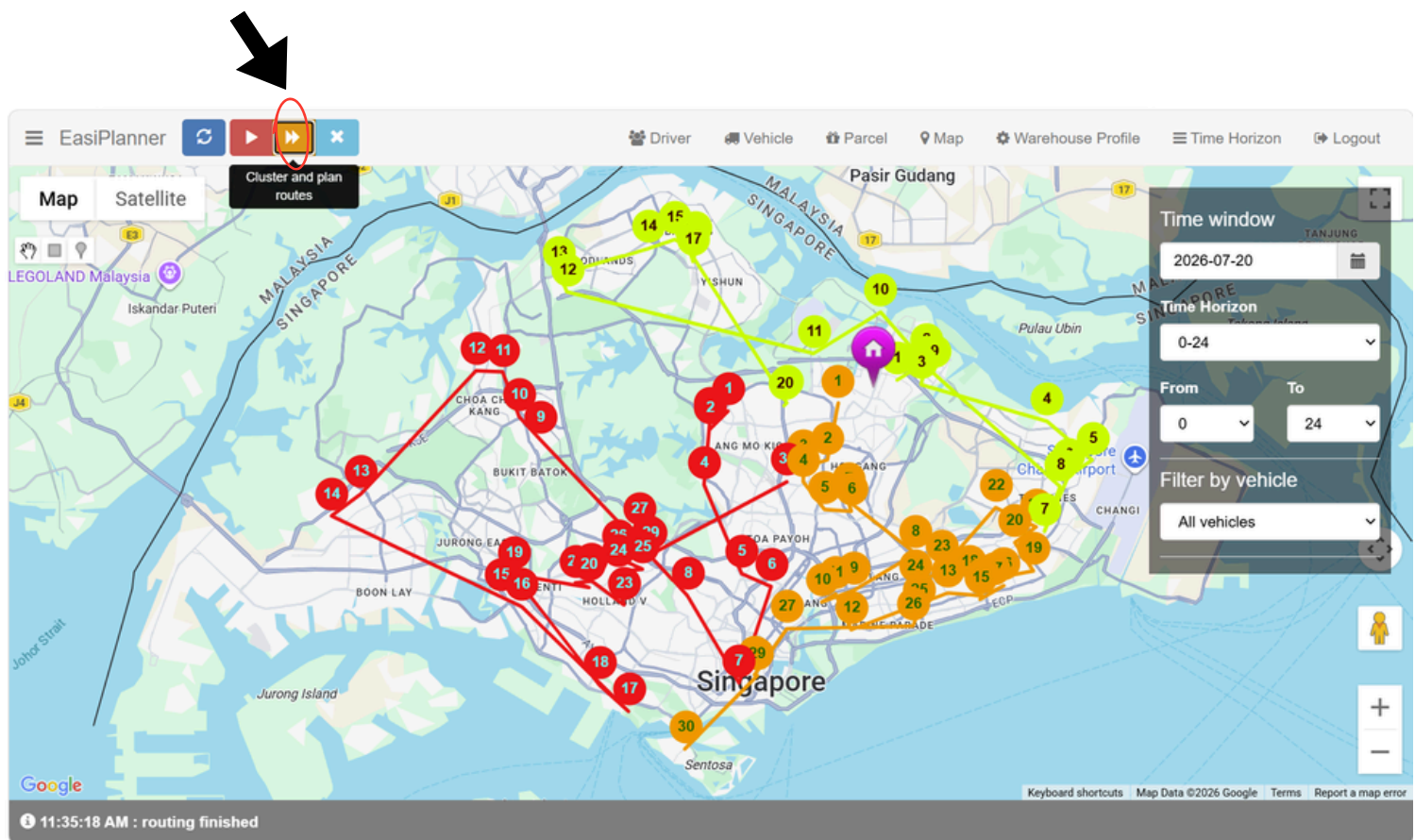
## Step 6: Planning & Optimizing Routes

EasiPlanner offers three routing methods:

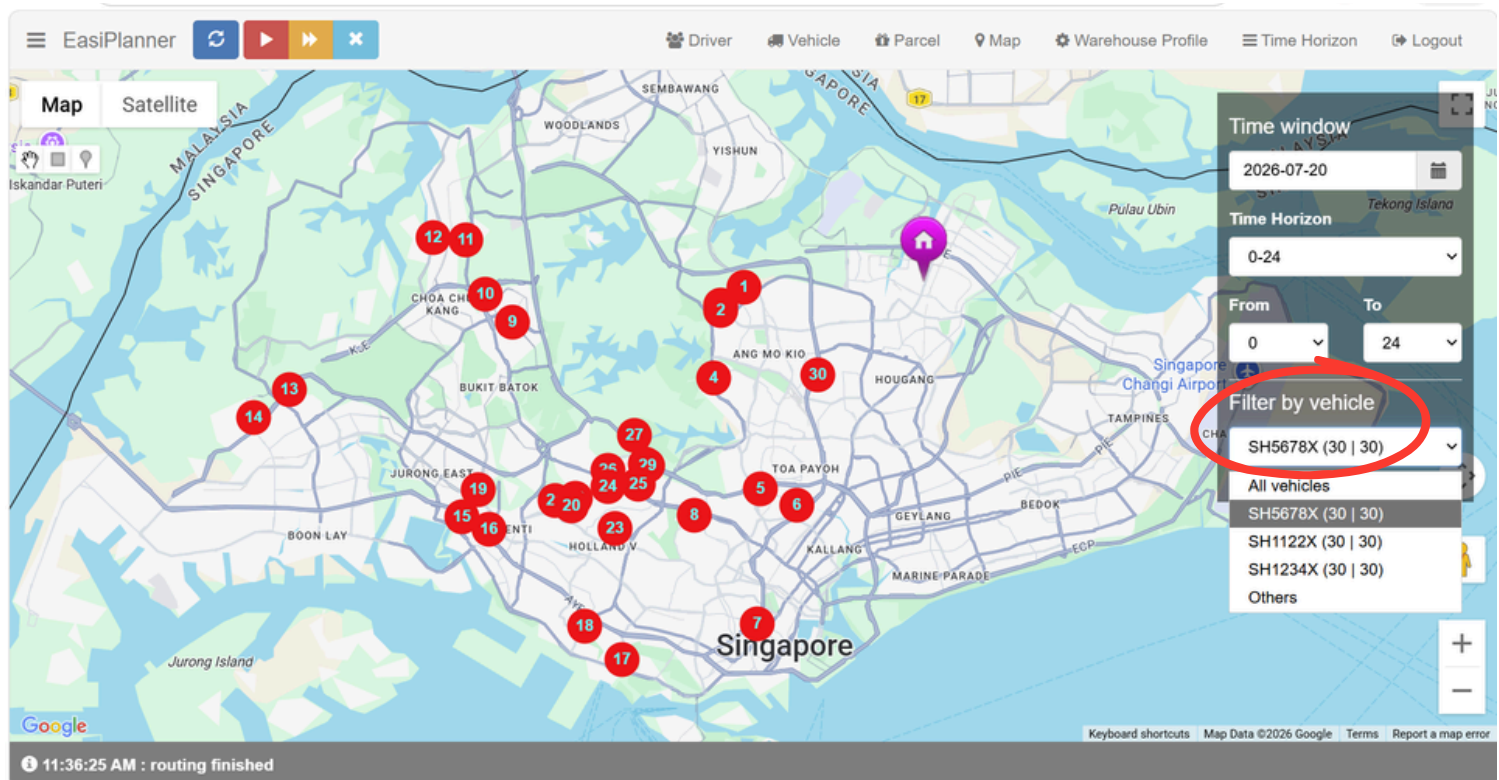
- Auto
- Semi-Auto
- Manual

### Auto

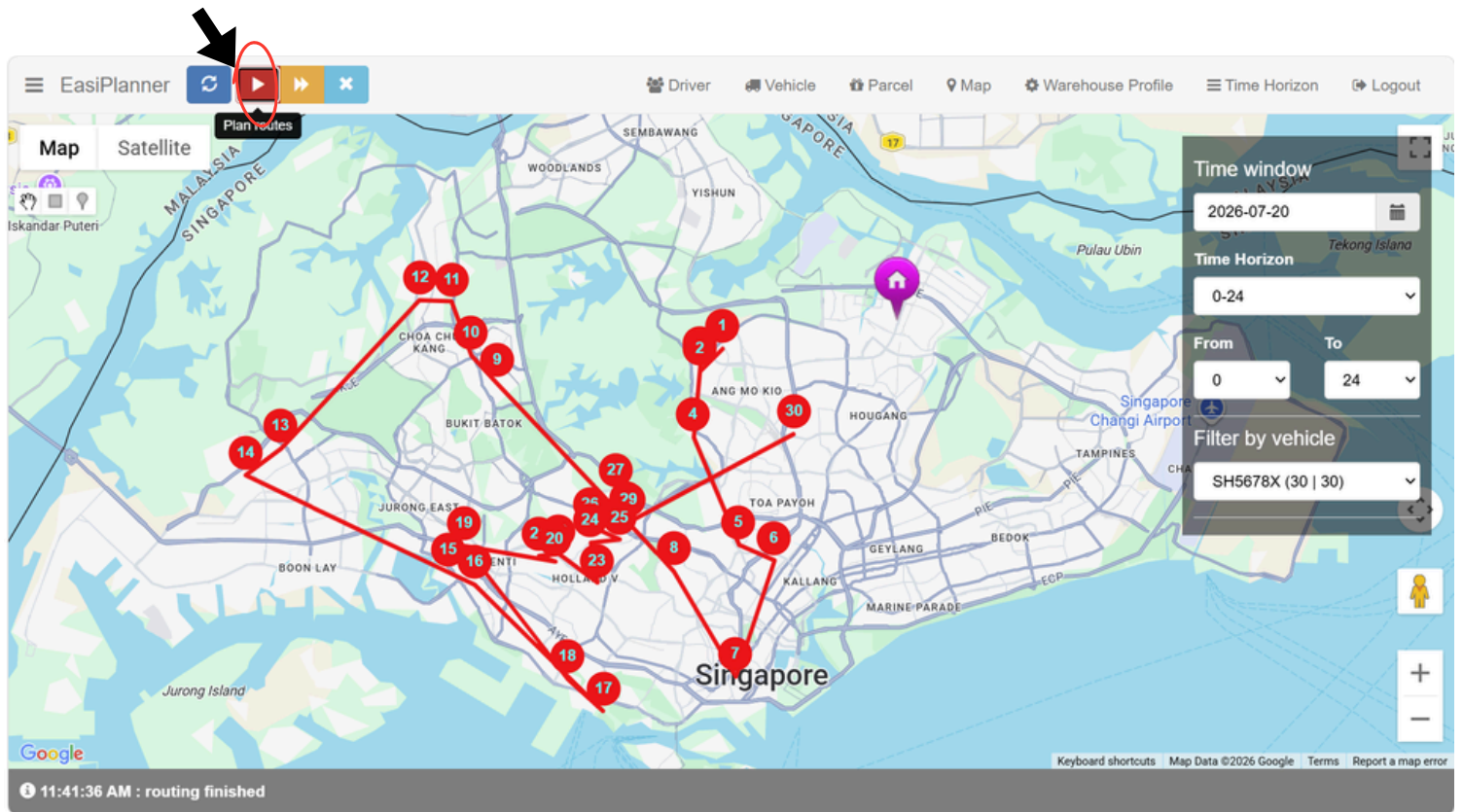
- **Automatically clusters parcels and generates the most efficient delivery paths based on location and vehicle capacity.**
- Click the yellow **[Cluster and plan routes]** button at the top left of the workspace.
- Numbers: The number inside a circle indicates the chronological delivery order.
- Connecting Lines: Solid lines show the planned paths mapping your vehicle assignments.



- Select a vehicle from the **[Filter by vehicle]** dropdown menu on the right panel to isolate and view its specific delivery cluster.

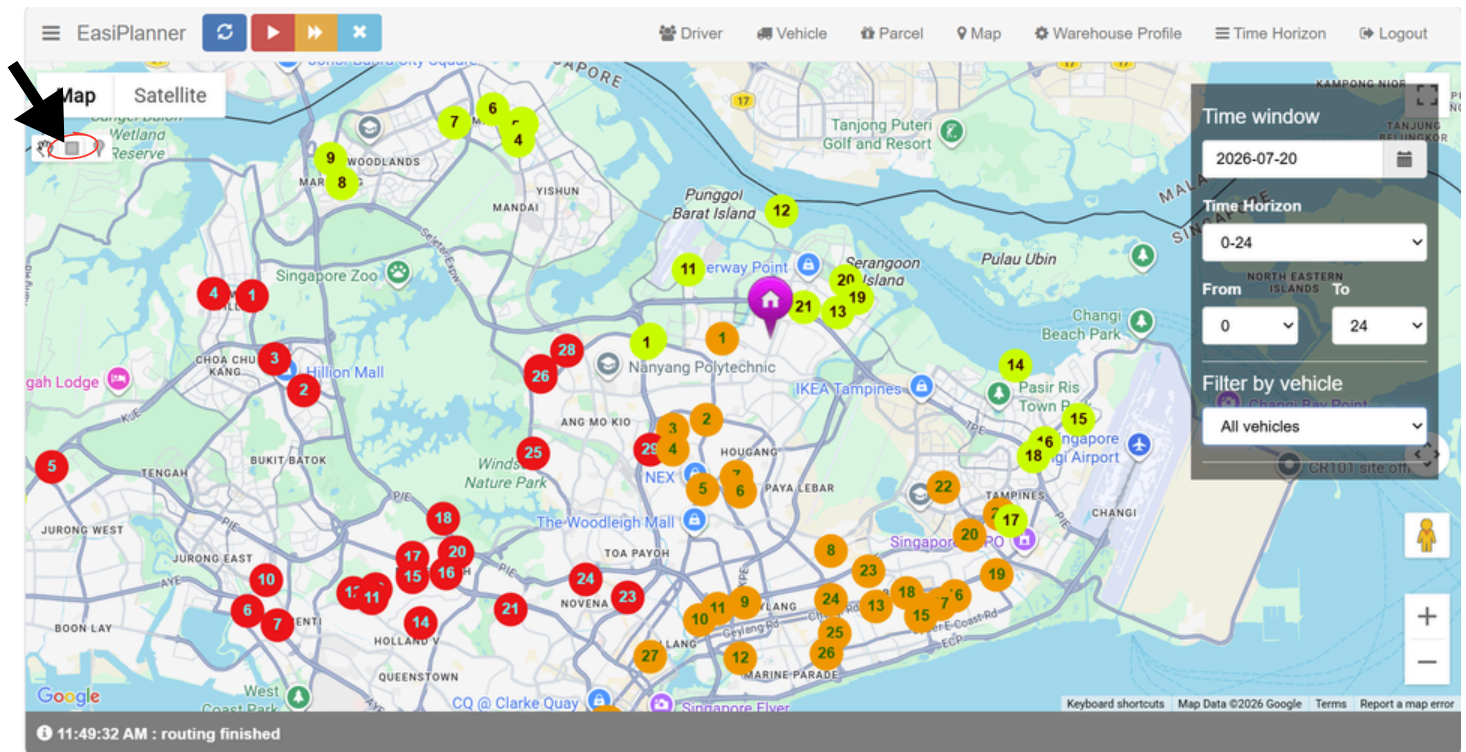


- Click the red **[Plan routes]** button at the top left of the workspace to display connecting route lines.

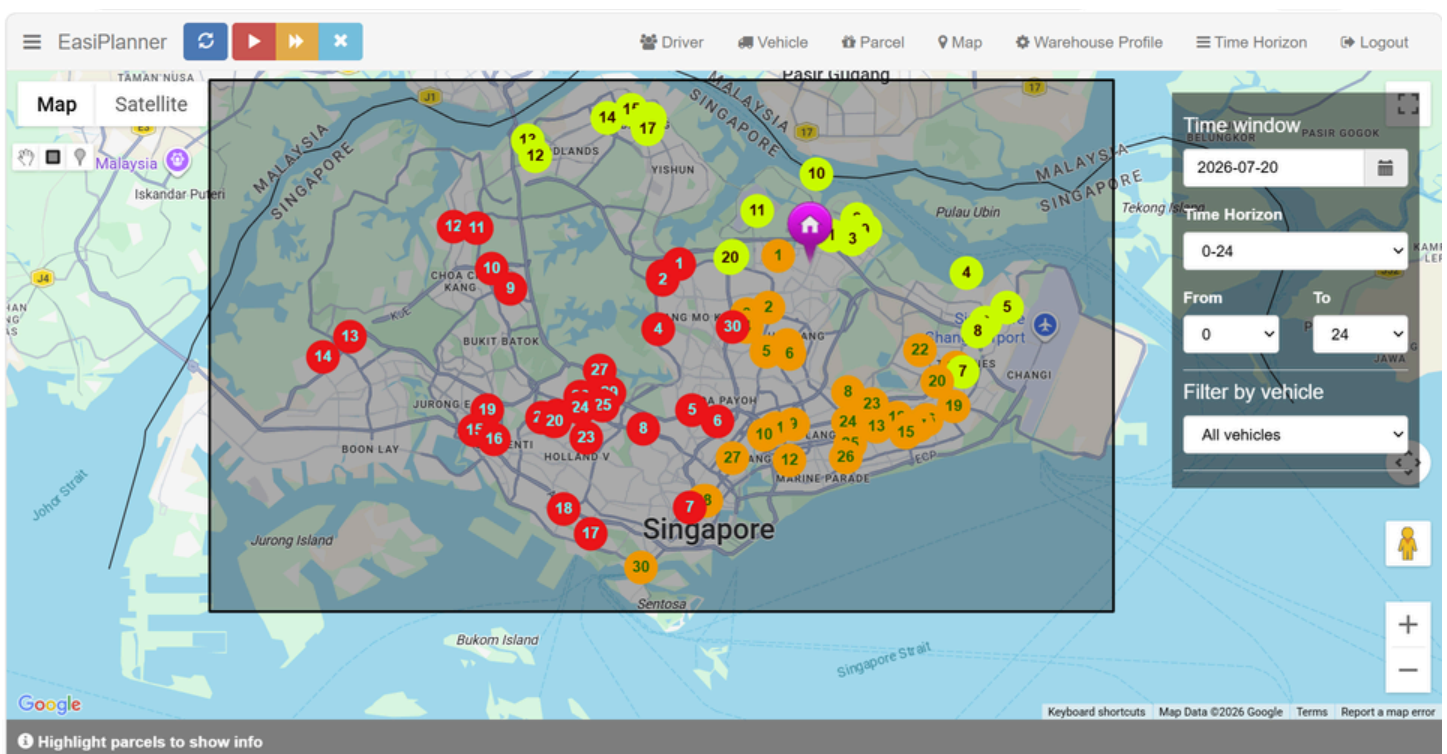


## Deassign Feature:

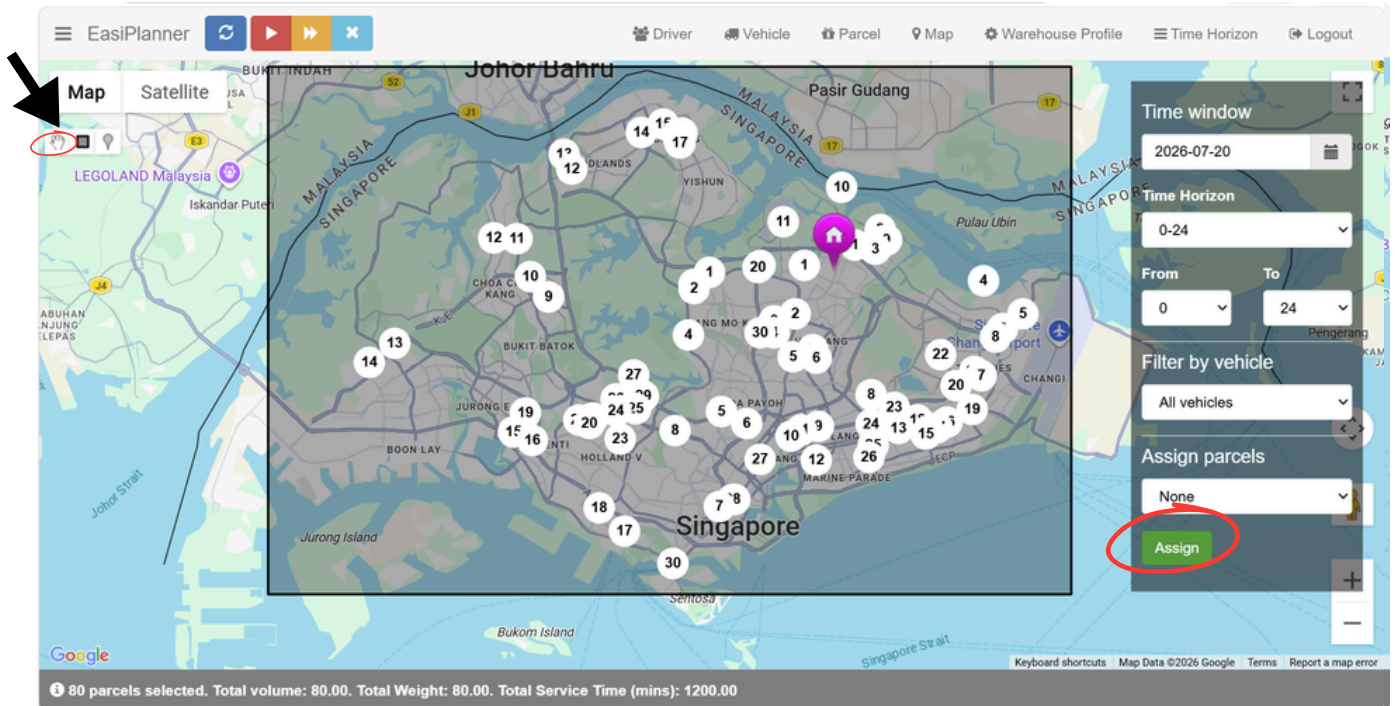
- Click the square **[Draw a rectangle]** icon on the top-left toolbar of the map to enable selection mode.



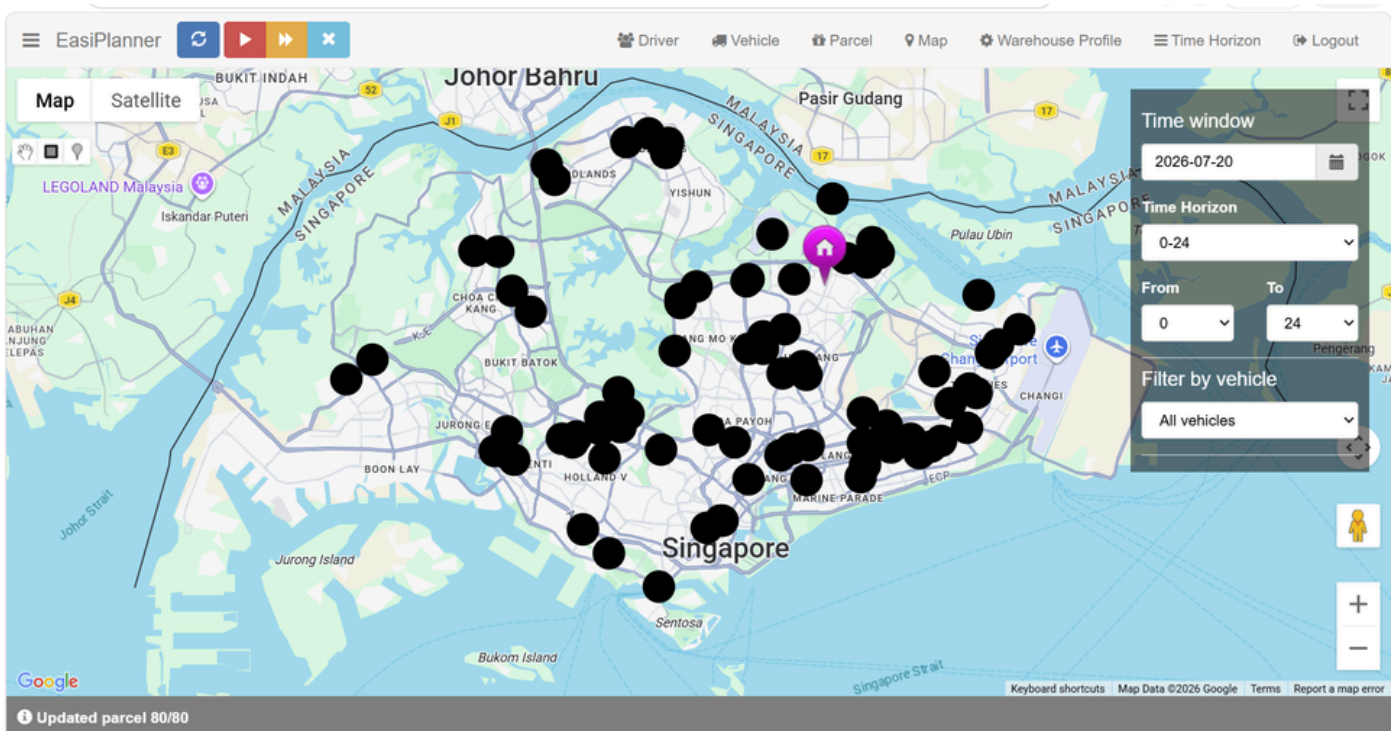
- Click and drag your cursor to draw a selection rectangle directly over all targeted parcel points.



- Select **[None]** from the **[Assign parcels]** dropdown menu on the right panel.
- Click the **[Hand]** icon on the top-left map toolbar to exit selection mode.

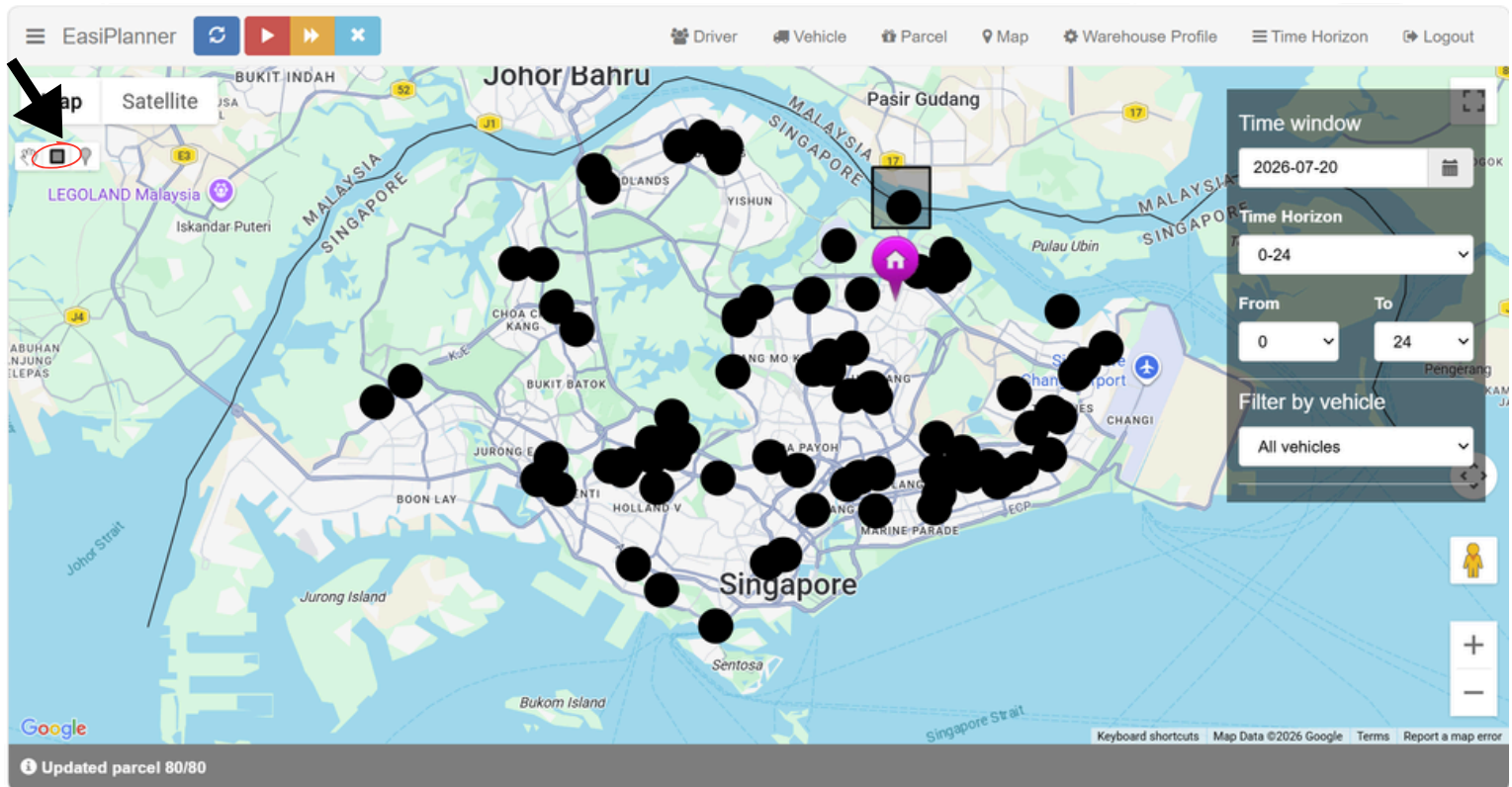


- Click the green **[Assign]** button on the right panel to confirm deassignment.
- Verify that all deassigned parcel points turn black on the map.

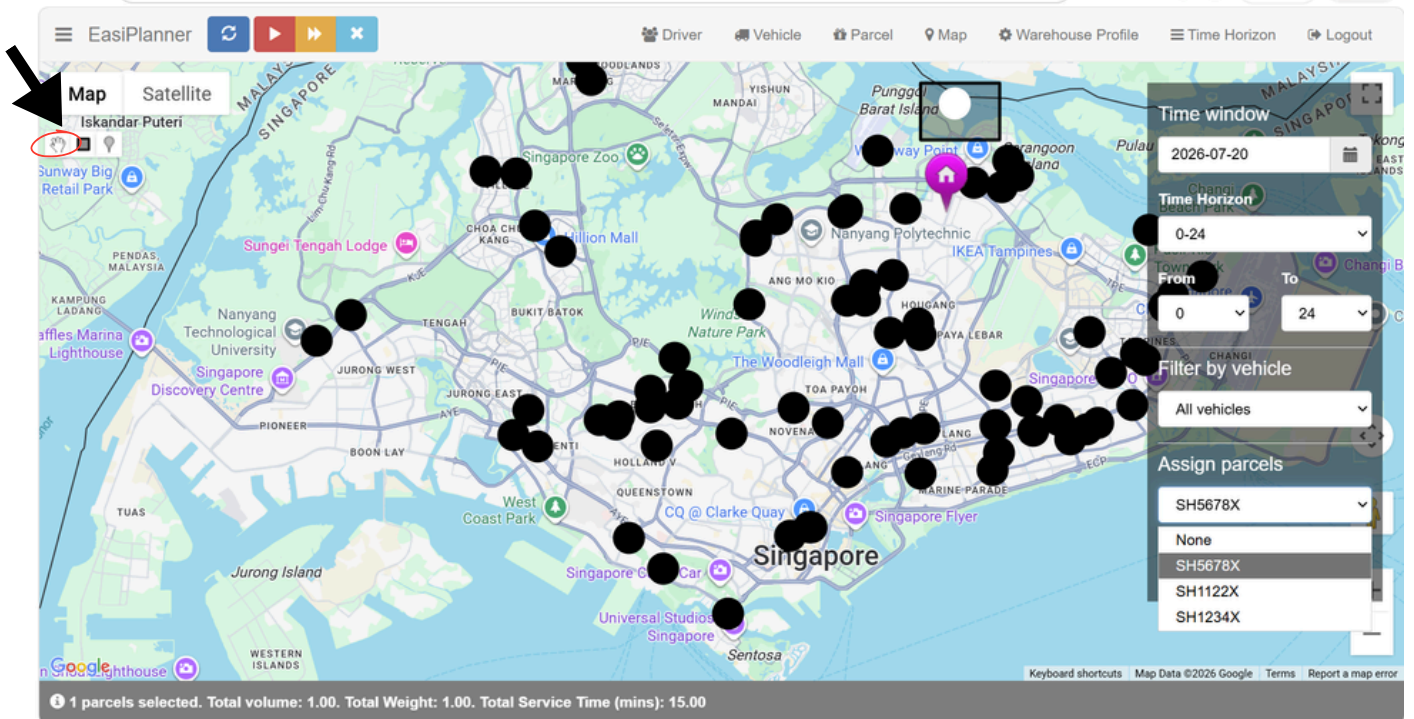


## Semi-auto

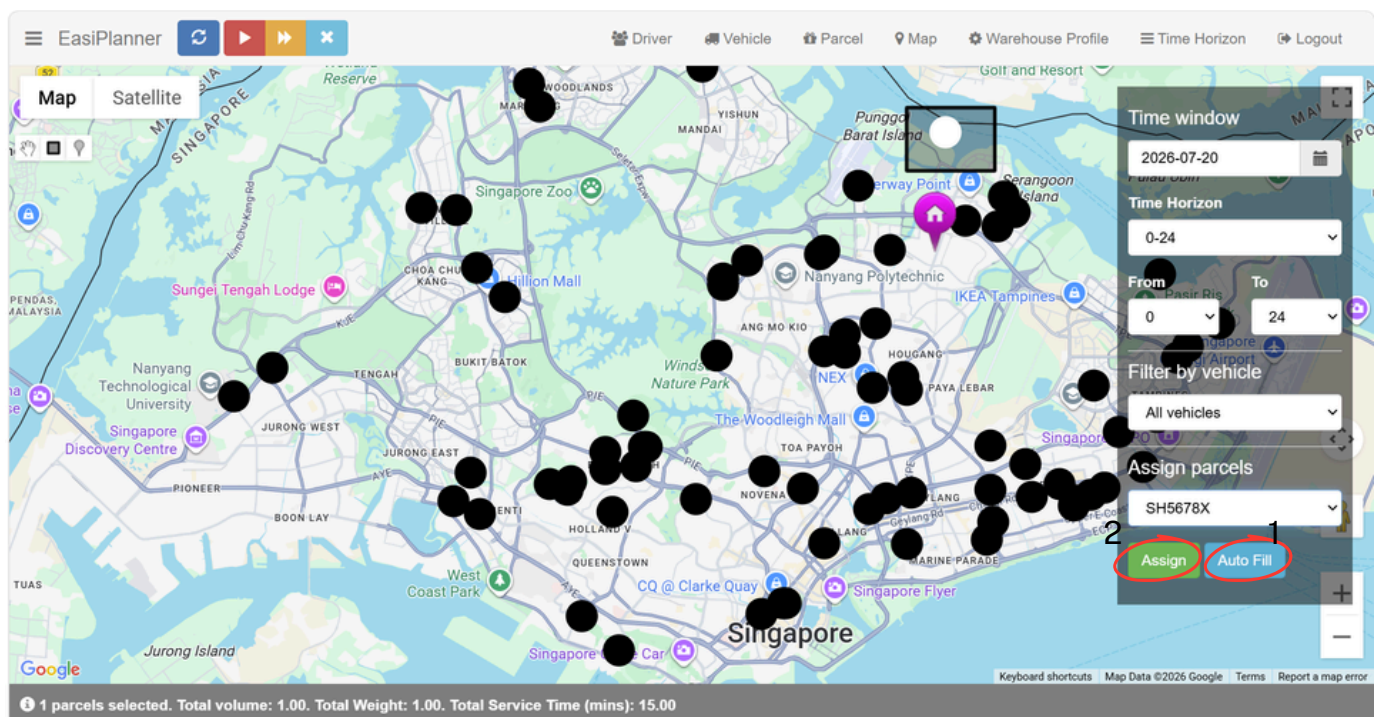
- Select a single "anchor" parcel; the system automatically clusters neighboring stops and calculates the route sequence.
- Click and drag your cursor to draw a small selection rectangle directly over your targeted parcel point.



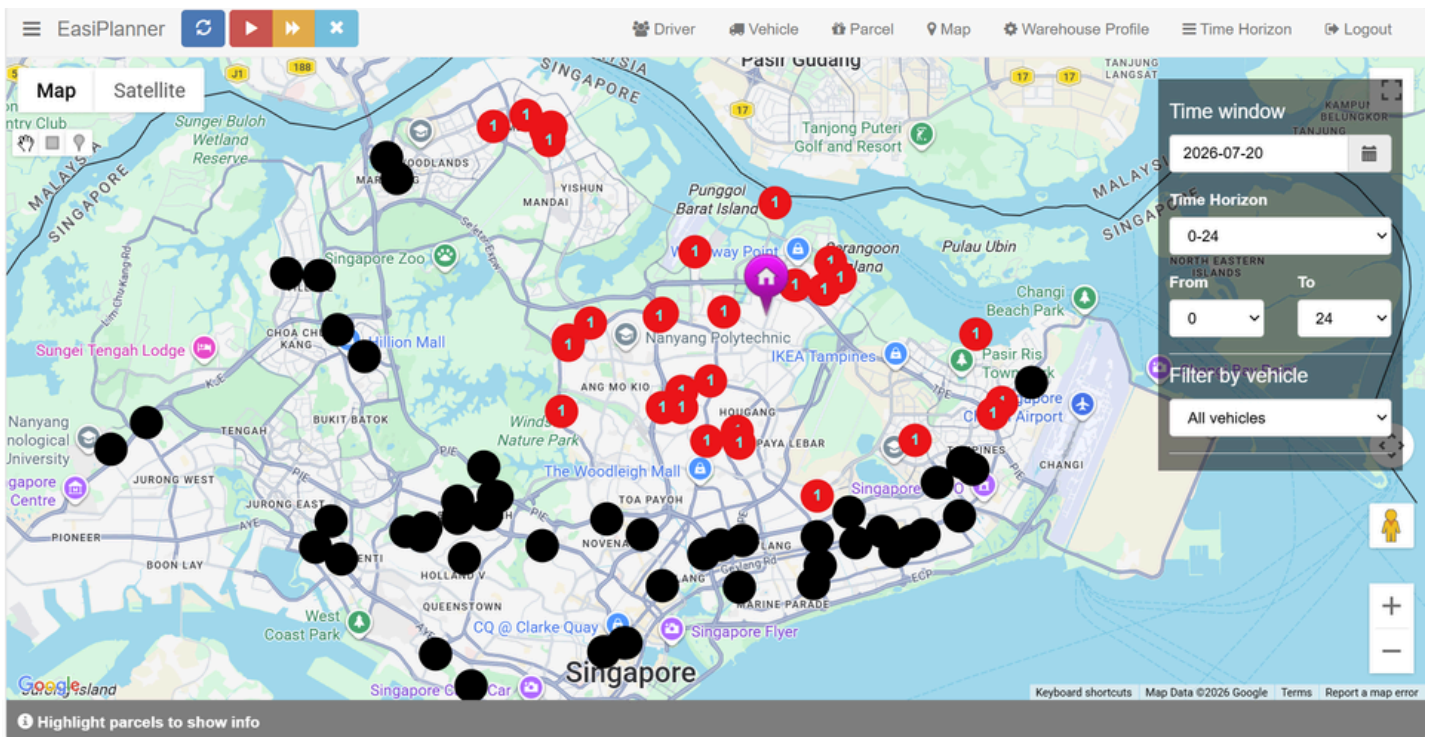
- Click the **[Hand]** icon on the top-left map toolbar to exit selection mode and return to map navigation.
- Select a vehicle code from the **[Assign parcels]** dropdown menu on the right panel.



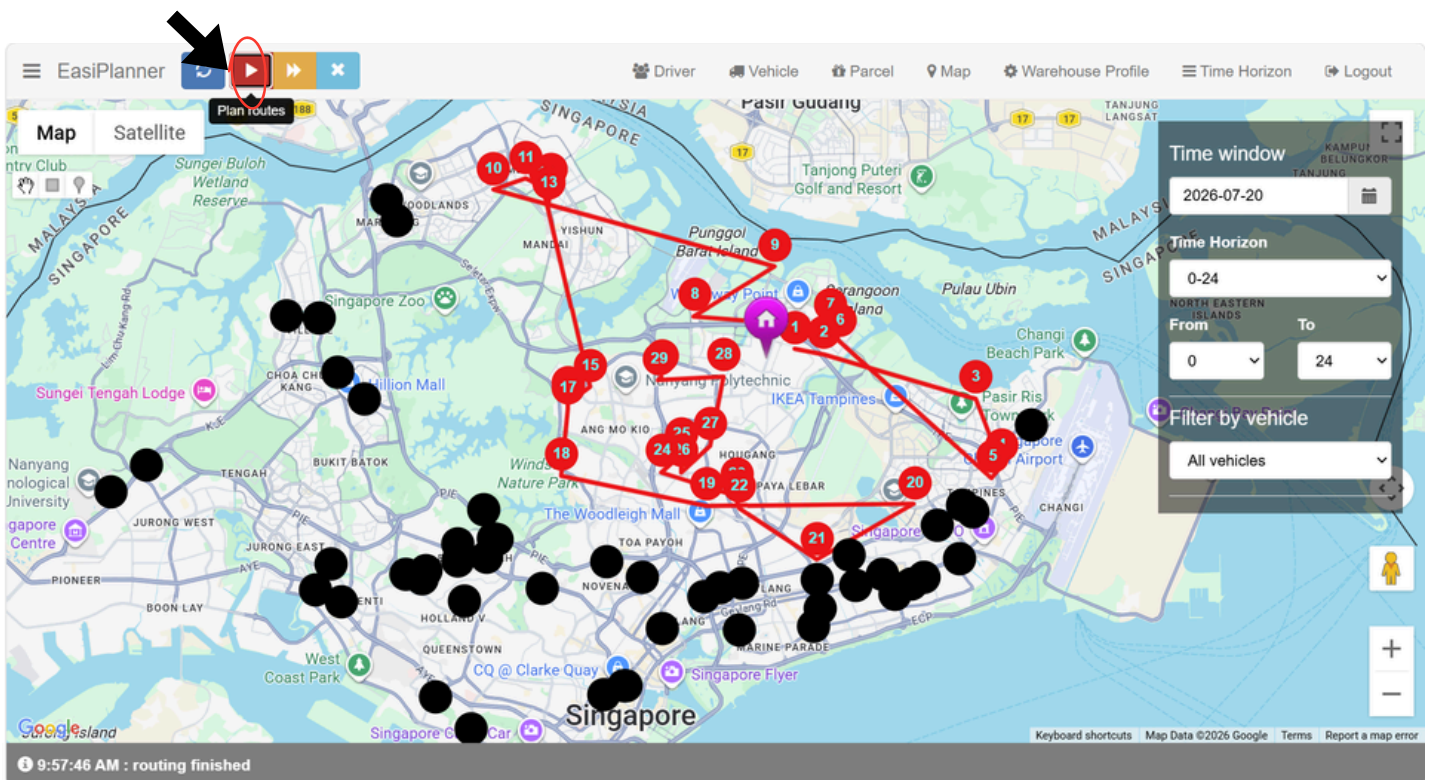
- Click the light blue **[Auto Fill]** button on the right panel, then click the green **[Assign]** button.



- Verify that a delivery cluster forms automatically for the selected vehicle.

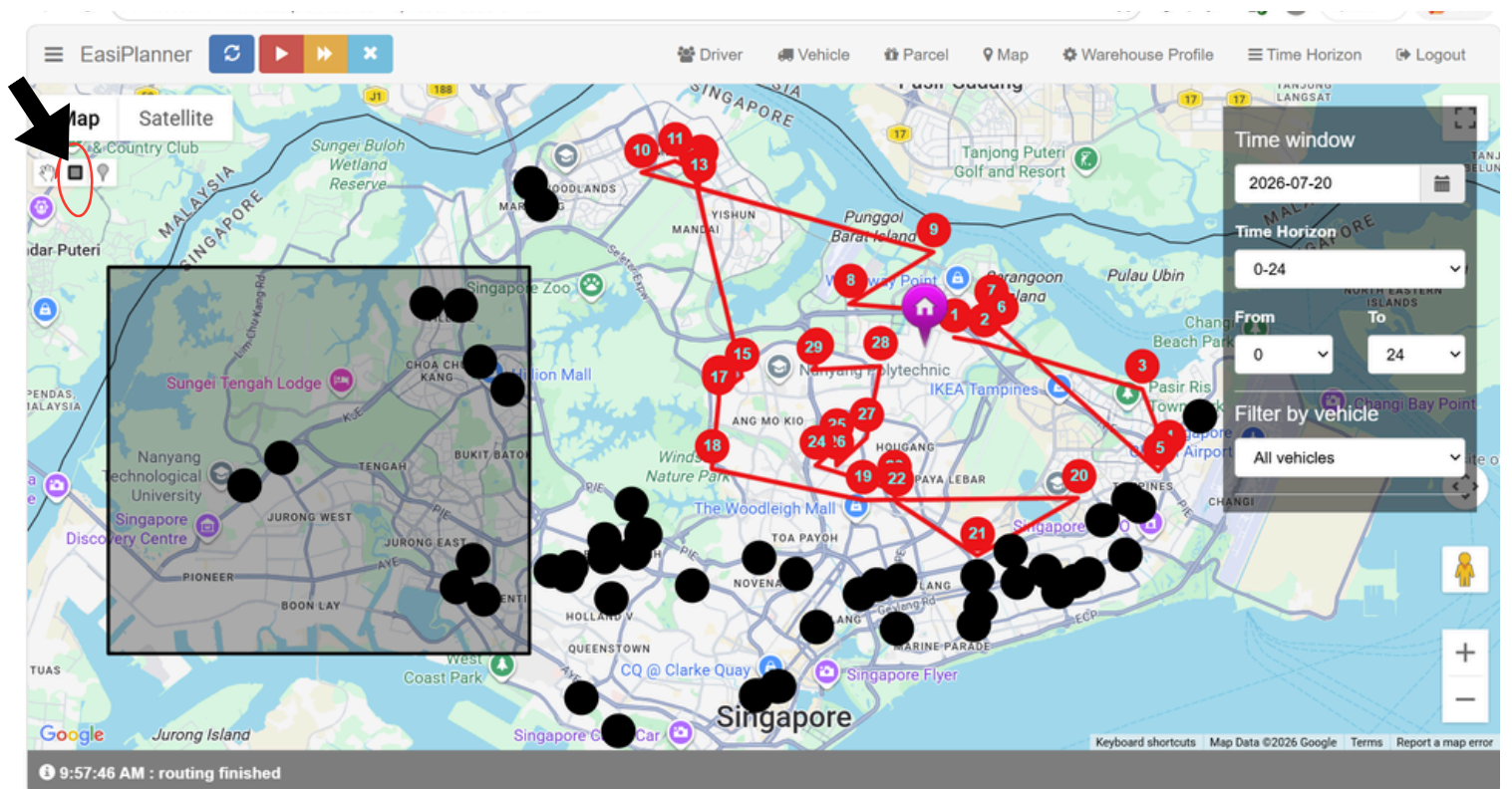


- Click the red [Plan Routes] button at the top left of the map panel.
- Verify that the map displays chronological sequence numbers and solid connecting lines for the newly clustered vehicle route.

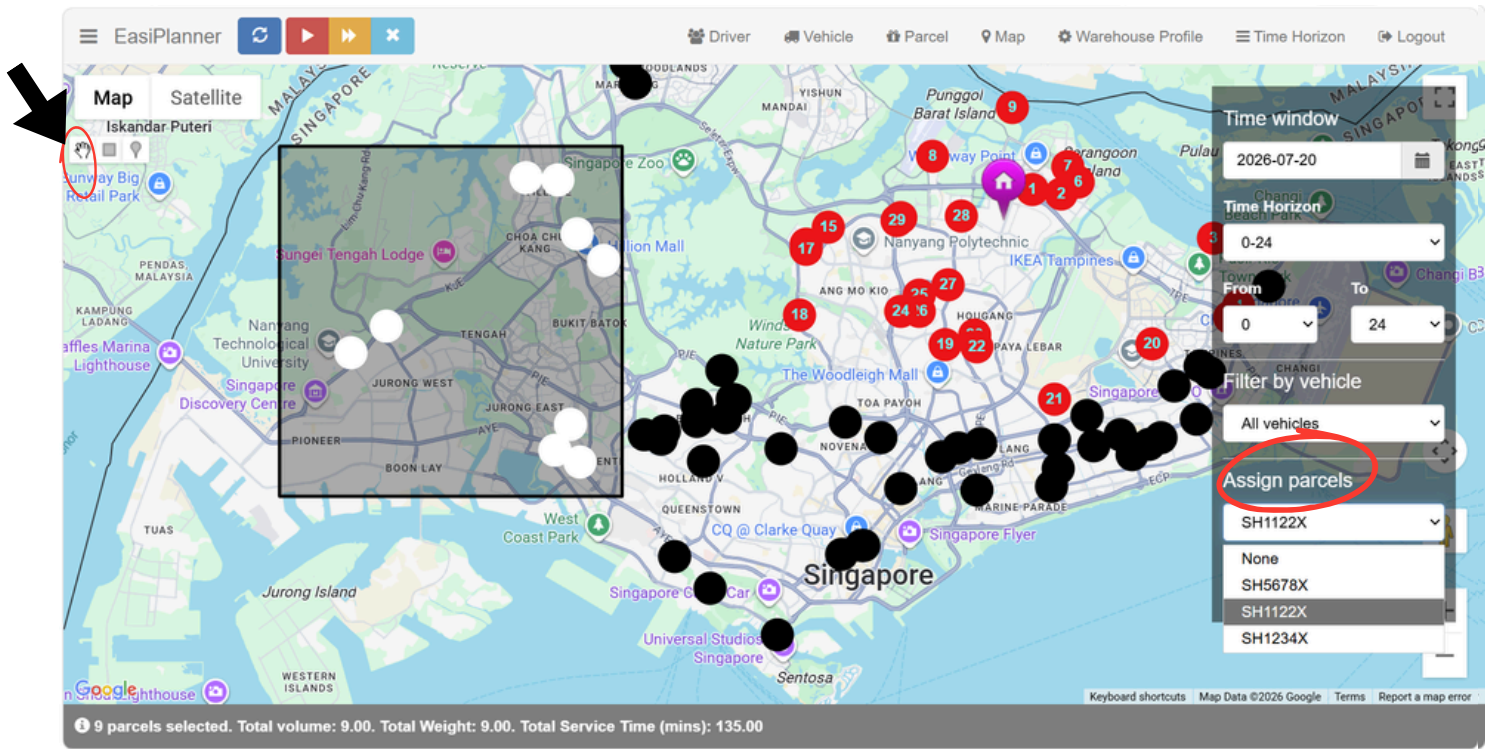


## Manual

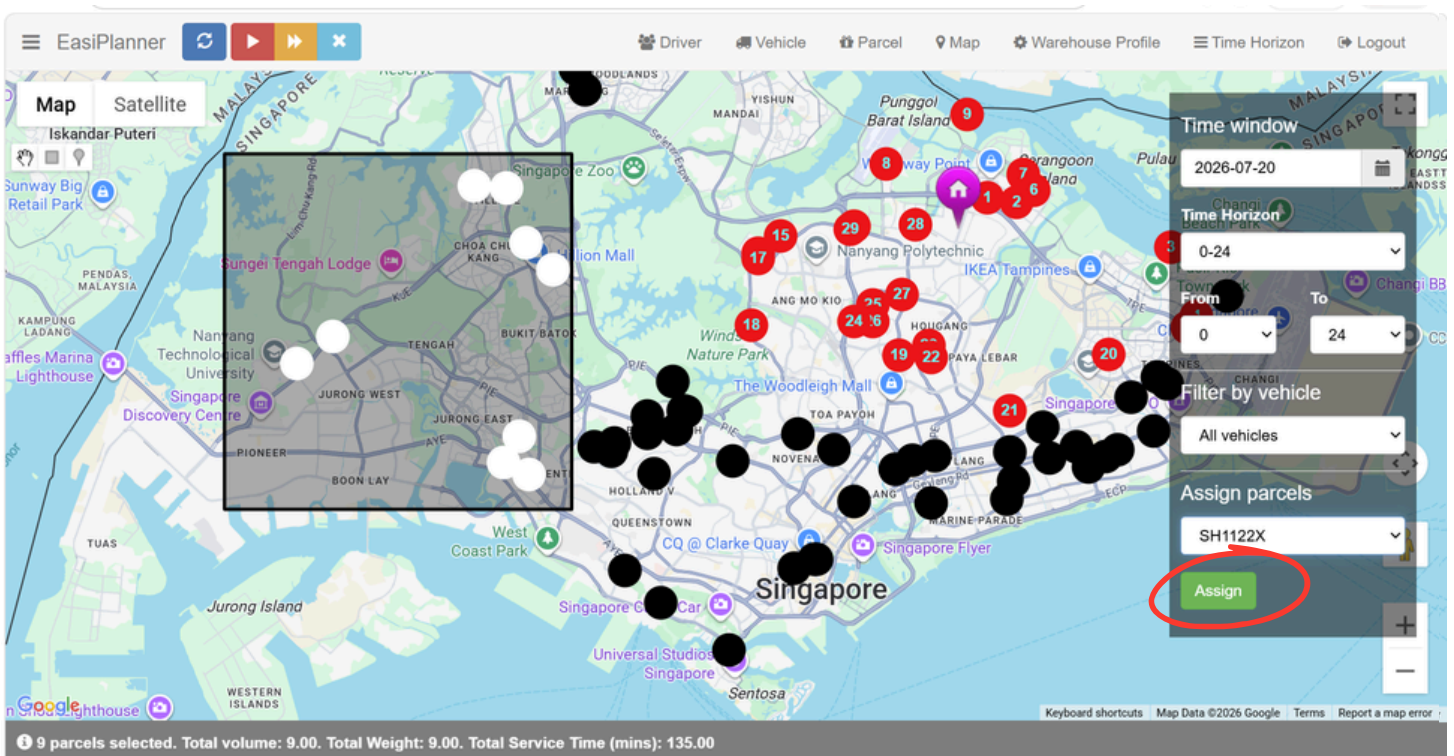
- **Manually draw a boundary around a specific group of parcels to create a custom cluster and calculate its route.**
- Choose a specific cluster of neighboring parcels on the map that you want to assign to a single vehicle.
- Click the square **[Draw a rectangle]** icon on the top-left map toolbar to enable selection mode.
- Click and drag your cursor to draw a boundary box enclosing all desired target parcels.



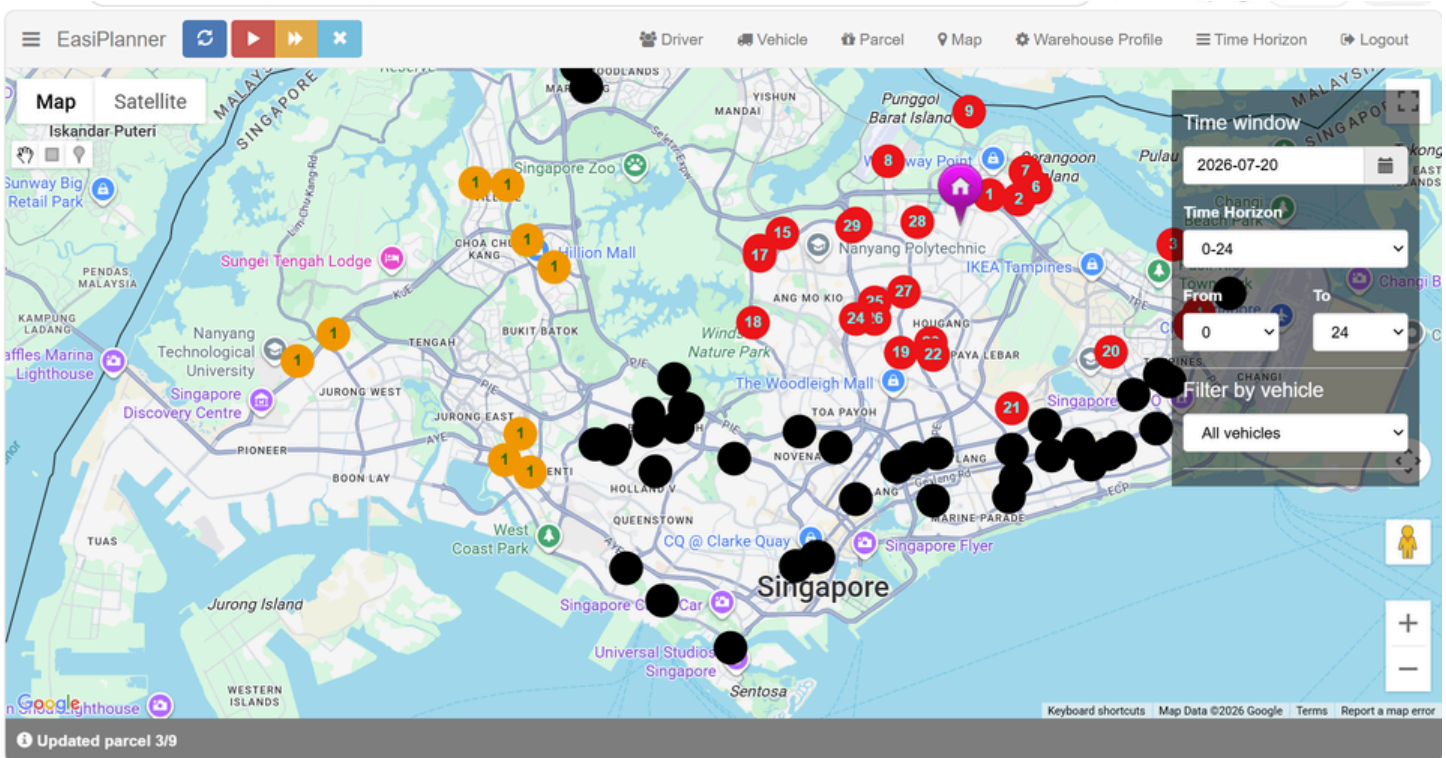
- Click the **[Hand]** icon on the top-left map toolbar to disable the selection tool.
- Open the **[Assign parcels]** dropdown menu on the right panel and select your target vehicle code.



- Click the green **[Assign]** button below the menu to lock in your custom parcel assignment.



- Verify that a delivery cluster forms automatically for the selected vehicle.



- Click the red **[Plan Routes]** button at the top left of the workspace to calculate the new path for your manual cluster.

