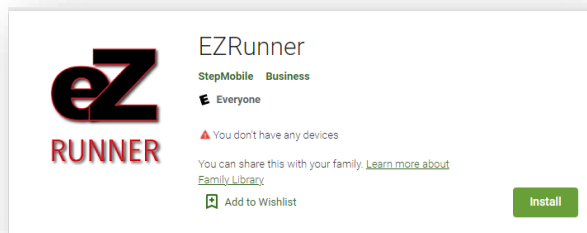# Launch Checklist

1. _____ Complete set up form for EZ-Suite

2. _____ Invite the managing members of your team to the EZ-Runner training sessions. (Link to Microsoft Teams Runner Training Sessions can be found on https://www.ez-suite.com/rcd)

3. _____ Turn on the Android device and make sure to fully set it up.

   a. _____ Create a Google account for the device or log into one currently in use for your yard.
   b. _____ Make sure the device is connected to Wi-Fi.

   c. _____ Download the EZ-Runner mobile app. (Note: it is not EZ Runner Tools).

   d. _____ Make sure the drivers who will be scanning parts loaded/unloaded know their log in to the mobile app.

      i. Example of log in for a driver named Jim Smith
         1. Username: Jim.Smith
         2. Password: Jim1

e. _____ Make sure you connect the scanner directly to the phones Bluetooth using the scanner sheet that came in the box. (Link to scanner sheet can be found at https://www.ez-suite.com/rcd if needed)

4. _____ Go to https://ez.delivery on a Google Chrome or Microsoft Edge web browser

   a. Make sure to remove extensions such as ad-block or Grammarly, these extensions may impact your ability to print tags.
   b. If you do not know your log in, you should have received a password reset email. If you did not, you can input your email and select "Forgot Password" to force a reset.
   If you still have not received a password reset at that point, please reach out to Support@ez-suite.com with your name and yard

5. _____ Review the integration document to ensure that you are properly creating orders from within Powerlink, Pinnacle or Checkmate to export in to EZ-Runner. (Link to integration document can be found at https://www.ez-suite.com/rcd if needed)

6. _____ Review the RCD Roster and confirm that the phone number listed for each site is what you have reflected within that yard's customer file as the first Shipping/Delivery Phone Number. (Link to RCD roster can be found at https://www.ez-suite.com/rcd if needed)

7. _____ Test print a tag from within EZ-Runner and make sure it is scannable and prints cleanly. The tags are optimized for a 4x6 label.

8. _____ Review the training hub for any questions about daily use.

   a. _____ Understand Ready to Ship, In Transit, Receiving.
   b. _____ Understand how to find a tag within Custom and Advance searches.
   c. _____ Understand Return Requests, Grades and Claims.