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User manual for JB Express

Administration



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MANAGEMENT

This section provides the user manual for the admin side of the JBExpress e-commerce system. In the management side of the system, bookings can be viewed and managed. The messages from clients can also be viewed.

LOGIN AS ADMIN

The steps to log in as an admin member of JBExpress courier services are provided below. Please see figure 20 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link.
4. Enter the admin number and matching password.
5. Click on the “Login” button.

The screenshot shows a web browser window displaying the JB Express Admin Login page. The browser's address bar shows the URL 'localhost/Project/Admin/AdminLogin.php'. The page has a header with the JB Express logo and contact details: '023 342 2755' and 'info@jb-express.co.za'. Below the header is a navigation bar with 'Home' and 'Admin Login' links. The main content area is titled 'ADMIN LOGIN' and contains a form with the following fields:

- Admin Number* (Username)
- Password*

Below the password field is a 'Login' button. The footer of the page contains the copyright notice: '©Copyright 2017 All Rights Reserved | JB Express'.

Figure 1 - Admin login page

VIEW ADMIN PROFILE

The steps to view the admin profile of JBExpress courier services is provided below. Please see figure 21 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. In the “Home” tab of the admin panel, the admin profile can be viewed.

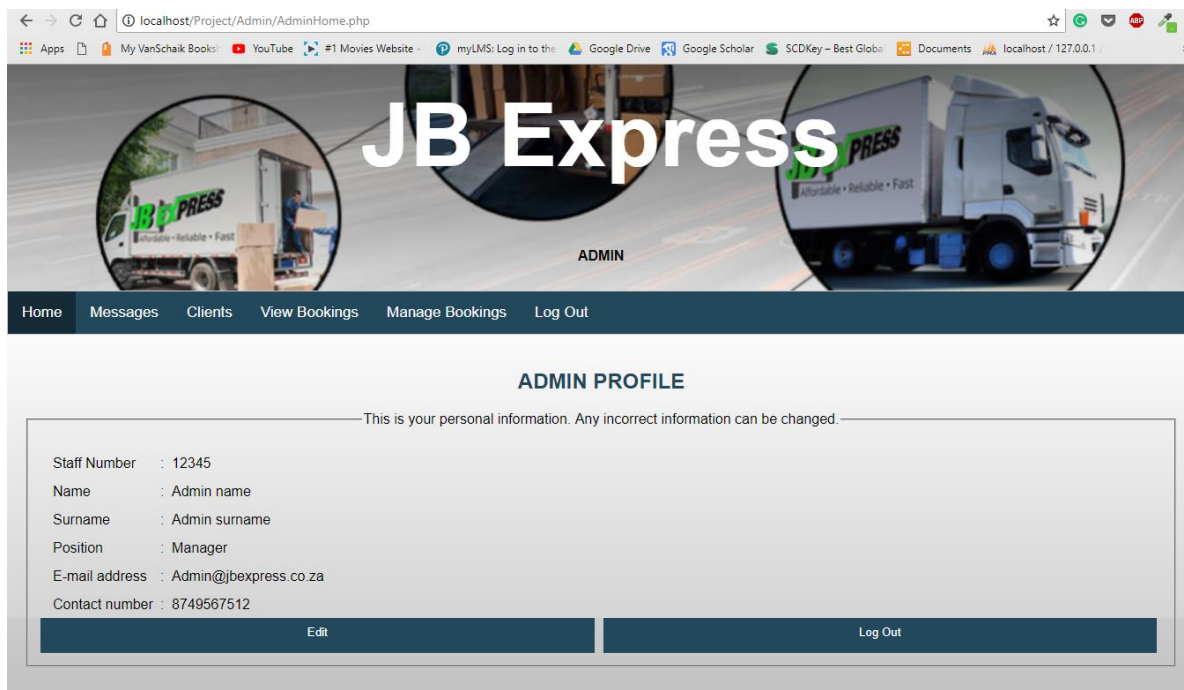
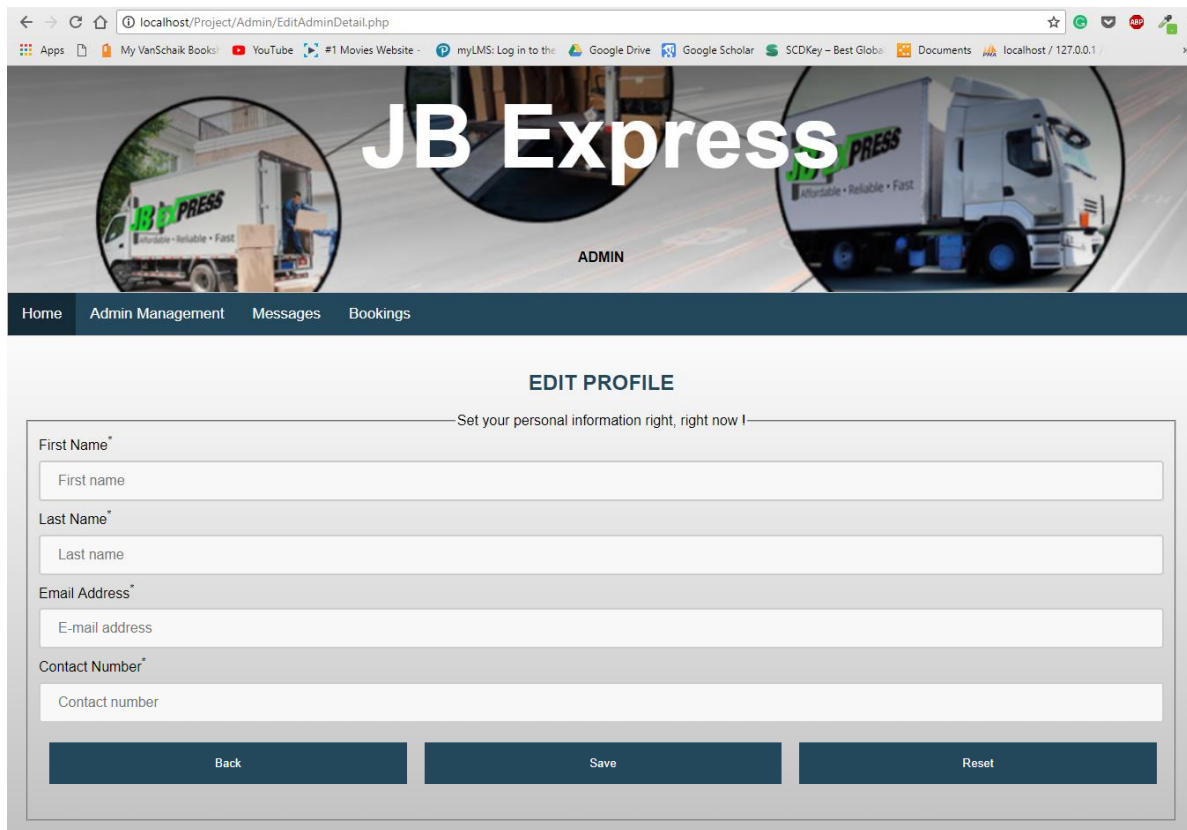


Figure 2 - View admin profile

EDIT ADMIN PROFILE

The steps to edit the admin profile of JBExpress courier services is provided below. Please see figure 22 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. In the “Home” tab of the admin panel, the admin profile can be viewed.
6. Click the “Edit” button.
7. Complete the form provided.
8. Click the “Save” button to save the changes. To cancel the changes, click the “Back” button. To reset the form, click the “Reset button.”



The screenshot shows a web browser window with the URL `localhost/Project/Admin/EditAdminDetail.php`. The page features a header with the JB Express logo and navigation links: Home, Admin Management, Messages, and Bookings. The main content area is titled "EDIT PROFILE" and includes a sub-header "Set your personal information right, right now!". Below this, there are four input fields: "First Name*", "Last Name*", "Email Address*", and "Contact Number*", each with a placeholder text. At the bottom of the form, there are three buttons: "Back", "Save", and "Reset".

Figure 3 - Edit admin profile

VIEW MESSAGES

The steps to view the direct messages to JBExpress courier services is provided below. Please see figure 23 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. Click on the “Message” tab.
6. View all the messages displayed from most recent to least recent.

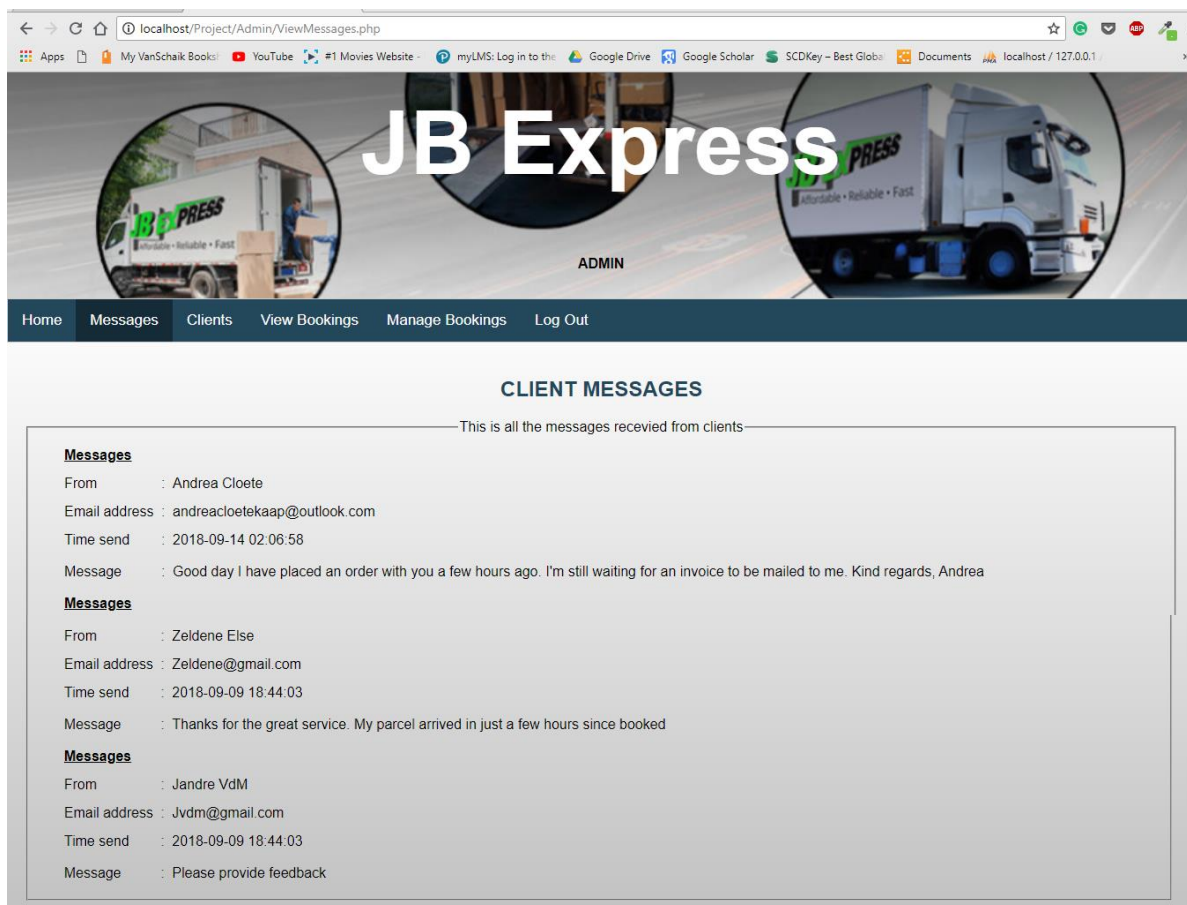


Figure 4 - Received messages

VIEW REGISTERED CLIENTS

The steps to view the direct messages to JBExpress courier services is provided below. Please see figure 24 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. Click on the “Clients” tab.
6. View all the registered clients displayed from most recent to least recent.

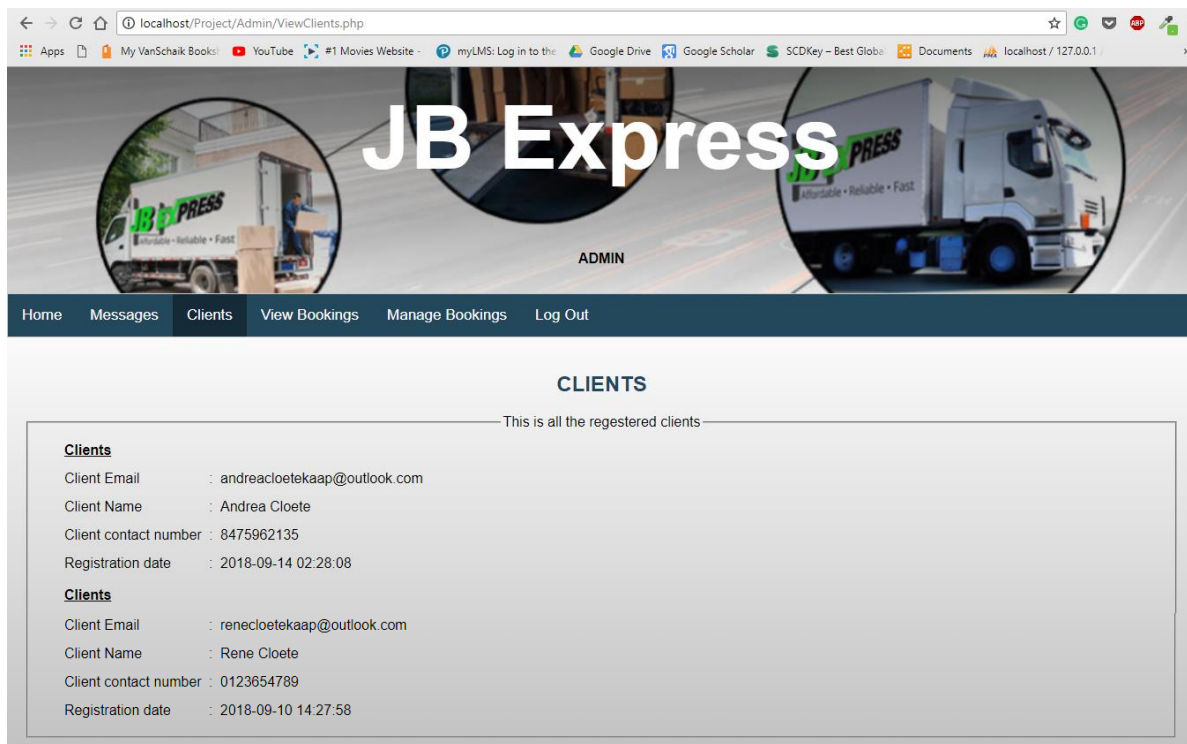


Figure 5 - Registered client

VIEW CONFIRMED BOOKINGS

The steps to view the confirmed bookings to JBExpress courier services are provided below. Please see figure 25 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. Click on the “View Bookings” tab.
6. Click on “Client confirmed” button.
7. View all the client confirmed bookings displayed from most recent to least recent.

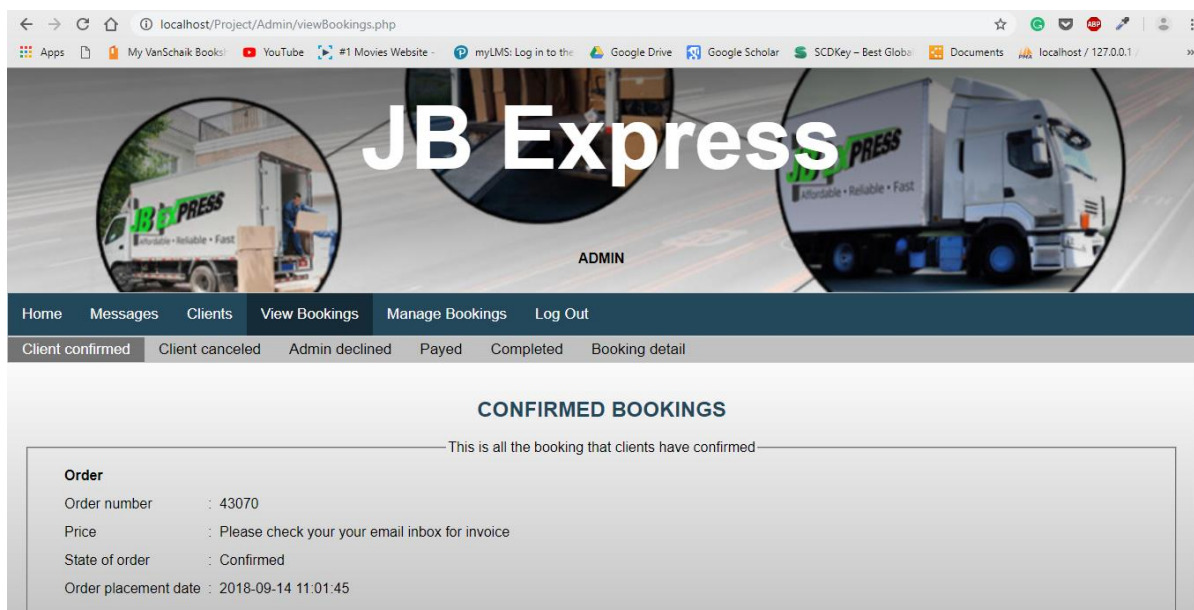


Figure 6 - View of confirmed bookings

VIEW CLIENT CANCELED BOOKINGS

The steps to view the canceled bookings to JBExpress courier services are provided below. Please see figure 26 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. Click on the “View Bookings” tab.
6. Click on “Client canceled” button.
7. View all the client canceled bookings displayed from most recent to least recent.

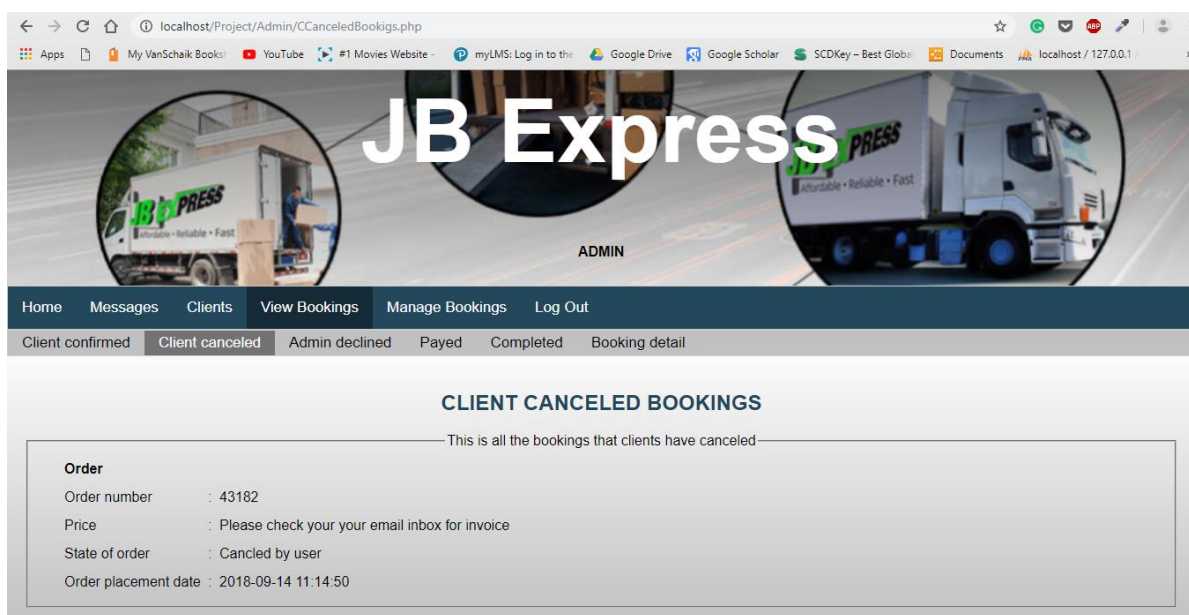


Figure 7 - View of client canceled bookings

VIEW ADMIN DECLINED BOOKINGS

The steps to view the admin declined bookings of JBExpress courier services are provided below. Please see figure 27 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. Click on the “View Bookings” tab.
6. Click on “Admin declined” button.
7. View, all the admin, declined bookings displayed from most recent to least recent.

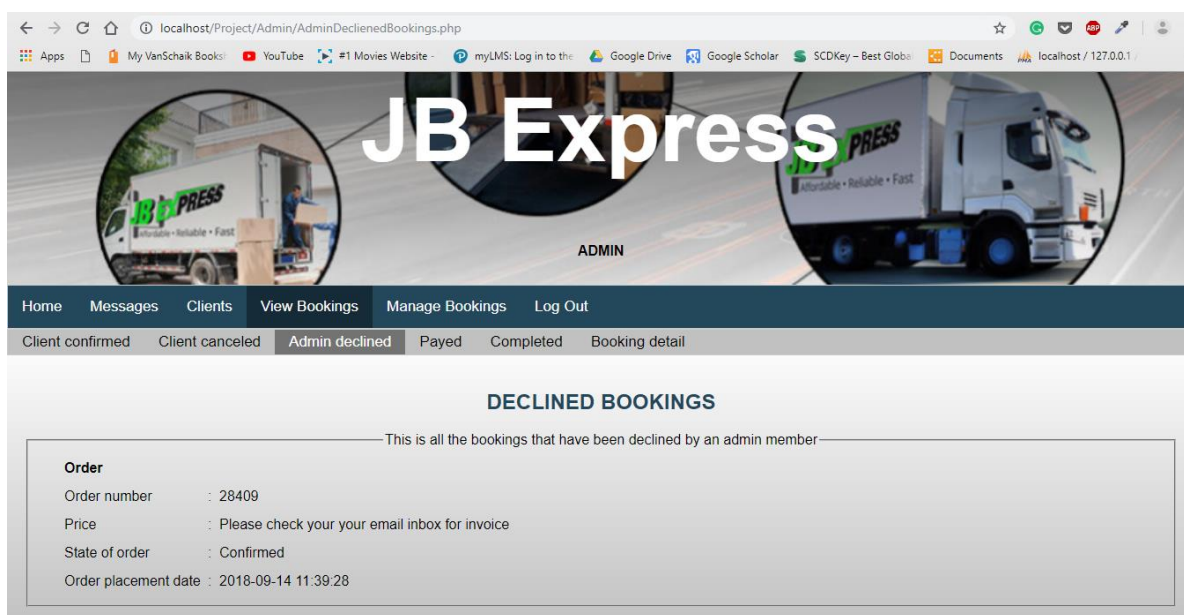


Figure 8 - View declined bookings

VIEW PAID FOR BOOKINGS

The steps to view the paid for bookings to JBExpress courier services are provided below. Please see figure 28 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. Click on the “View Bookings” tab.
6. Click on “Payed” button.
7. View all the bookings that are successfully paid for, displayed from most recent to least recent.

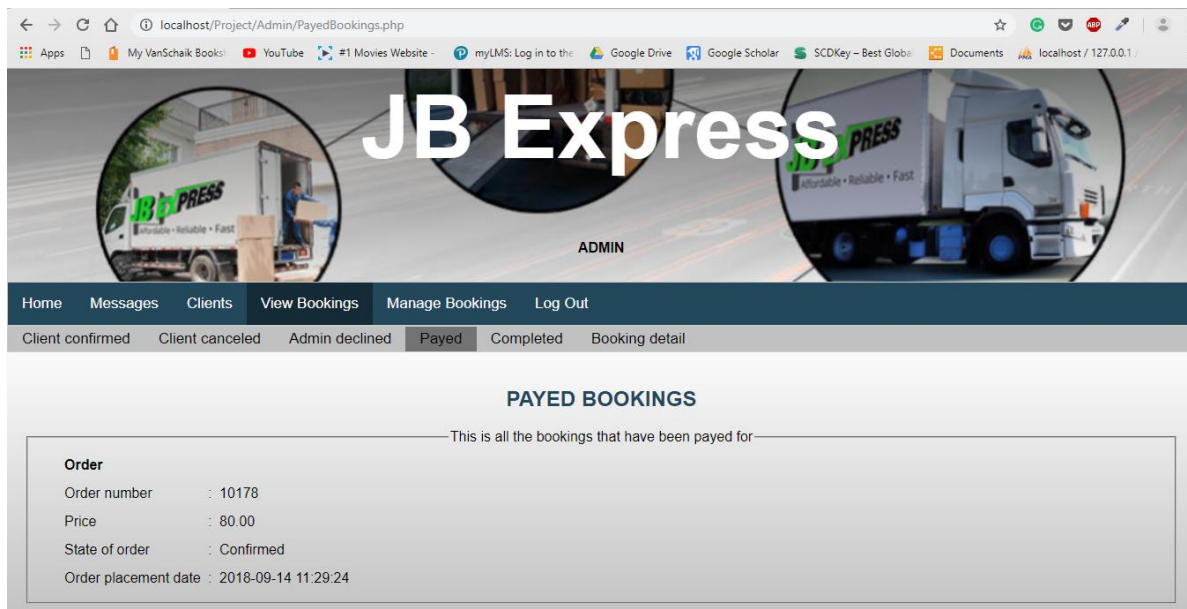


Figure 9 - View paid for bookings

VIEW COMPLETED BOOKINGS

The steps to view the completed bookings to JBExpress courier services are provided below. Please see figure 29 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. Click on the “View Bookings” tab.
6. Click on the “Completed” button.
7. View all the completed bookings displayed from most recent to least recent.

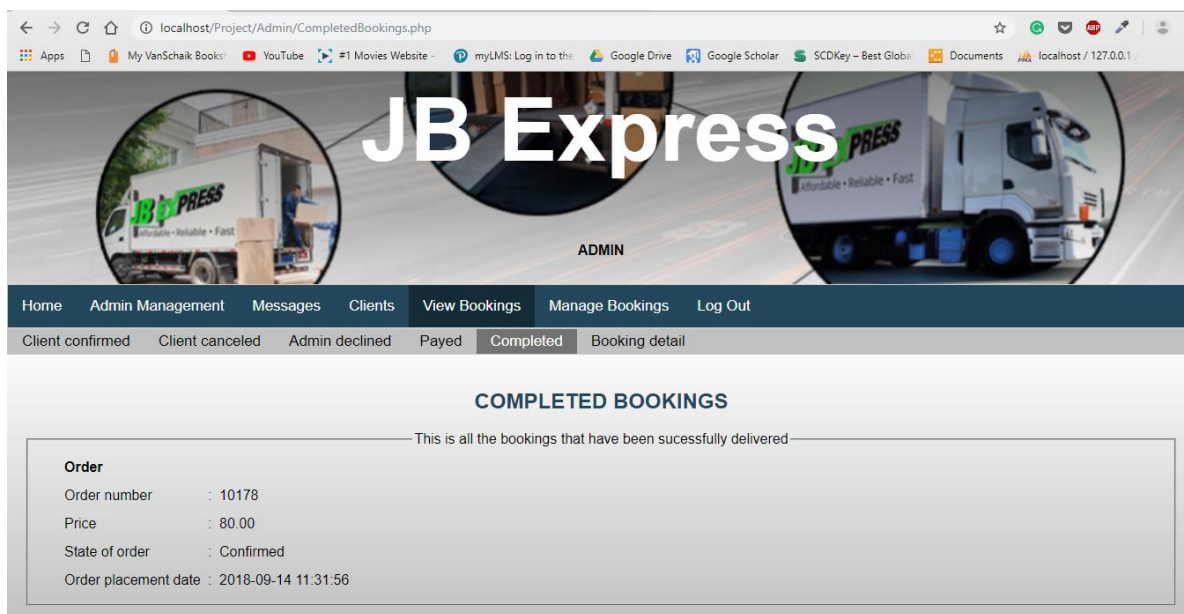
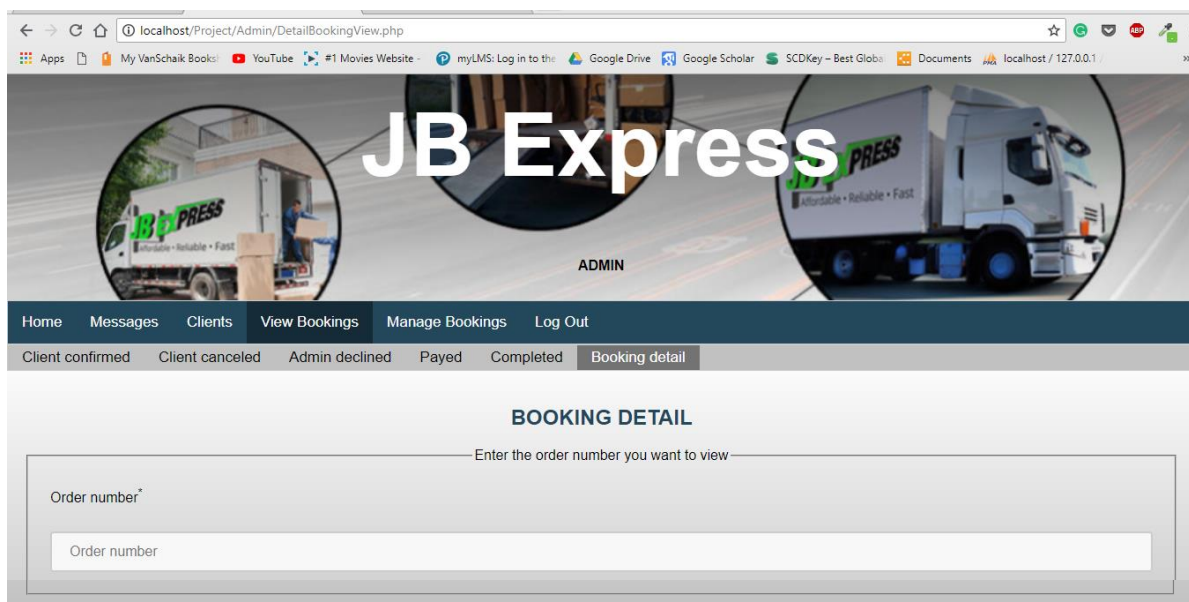


Figure 10 - View Completed orders

VIEW ORDERDETAIL BOOKINGS

The steps to view the detail of bookings to JBExpress courier services is provided below. Please see figure 30 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. Click on the “View Bookings” tab.
6. Click on the “Booking detail” button.
7. Enter the order number in the field provided.
8. Click the “View” button. To cancel the viewing process, click the “Back” button.



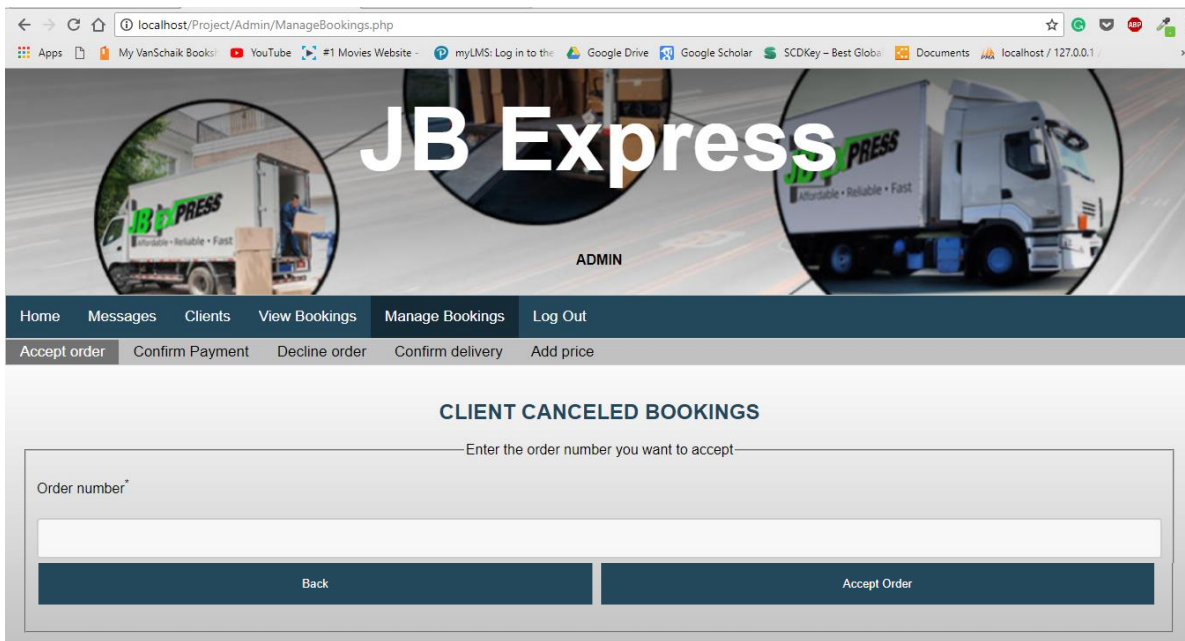
The screenshot shows a web browser window with the URL `localhost/Project/Admin/DetailBookingView.php`. The page features a header with the JB Express logo and a navigation menu with options: Home, Messages, Clients, View Bookings, Manage Bookings, and Log Out. Below the navigation menu, there is a sub-menu with options: Client confirmed, Client canceled, Admin declined, Paid, Completed, and Booking detail. The main content area is titled 'BOOKING DETAIL' and contains a form with a label 'Order number*' and a text input field. Above the input field, there is a prompt 'Enter the order number you want to view'.

Figure 11 - Get booking detail

ACCEPT A NEW BOOKING

The steps to accept a new booking to JBExpress courier services is provided below. Please see figure 31 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. Click on the “Manage Bookings” tab.
6. Click on “Accept order” button.
7. Enter the order number in the field provided.
8. Click the “Accept Order” button. To cancel the process, click the “Back” button.



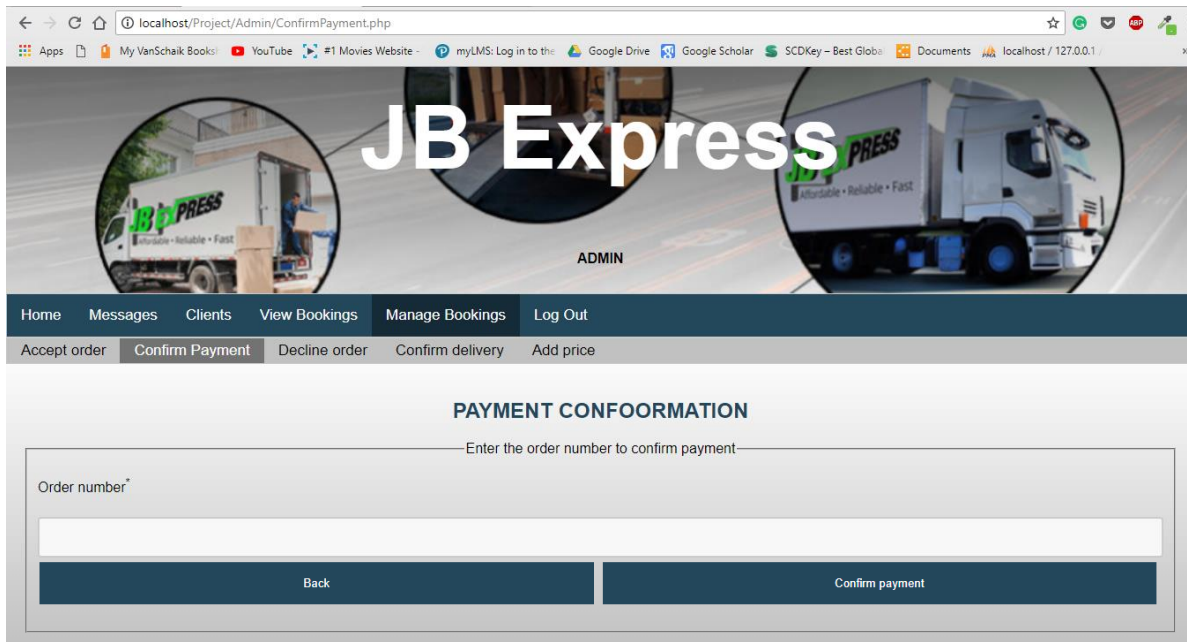
The screenshot shows a web browser window displaying the JB Express Admin interface. The browser's address bar shows the URL `localhost/Project/Admin/ManageBookings.php`. The page features a header with the JB Express logo and a navigation menu with links: Home, Messages, Clients, View Bookings, Manage Bookings, and Log Out. Below the navigation menu, there is a sub-menu with links: Accept order, Confirm Payment, Decline order, Confirm delivery, and Add price. The main content area is titled "CLIENT CANCELED BOOKINGS" and contains a form for accepting a booking. The form has a label "Enter the order number you want to accept" and a text input field labeled "Order number*". Below the input field are two buttons: "Back" and "Accept Order".

Figure 121 -Accept booking page

CONFIRM BOOKING PAYMENT

The steps to confirm the payment of a new booking to JBExpress courier services is provided below. Please see figure 32 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. Click on the “Manage Bookings” tab.
6. Click on the “Confirm Payment” button.
7. Enter the order number in the field provided.
8. Click the “Confirm payment” button. To cancel the process, click the “Back” button.



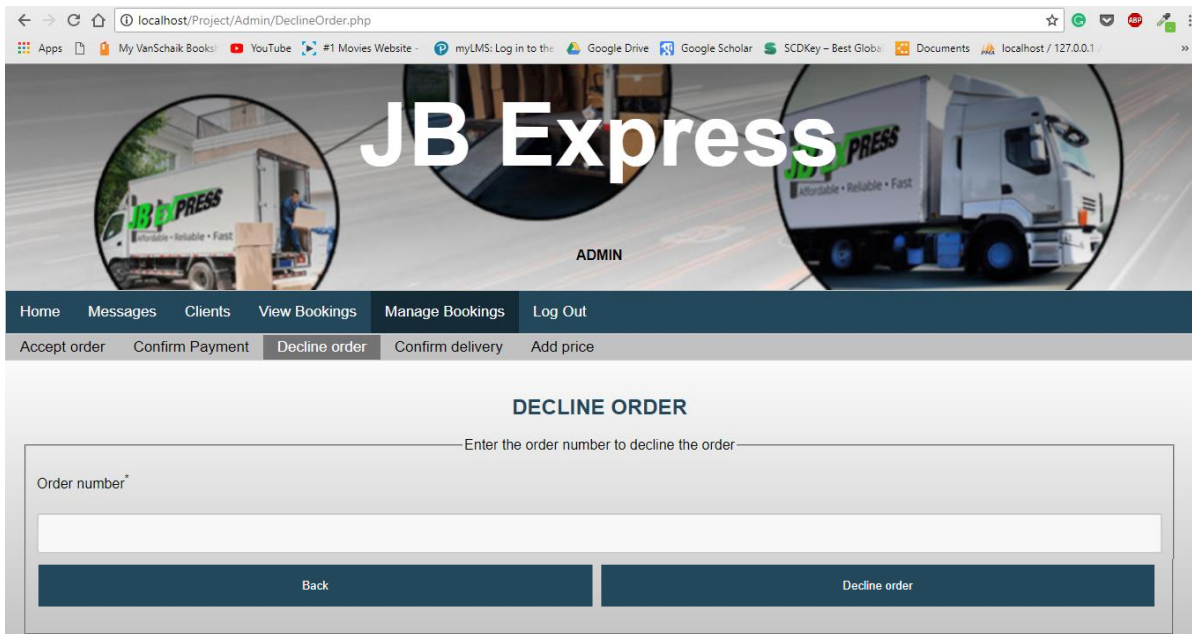
The screenshot shows a web browser window with the URL `localhost/Project/Admin/ConfirmPayment.php`. The page features a header with the JB Express logo and a navigation menu with links: Home, Messages, Clients, View Bookings, Manage Bookings, and Log Out. Below the navigation menu, there are buttons for 'Accept order', 'Confirm Payment' (which is highlighted), 'Decline order', 'Confirm delivery', and 'Add price'. The main content area is titled 'PAYMENT CONFOIRMATION' and contains a form with the label 'Enter the order number to confirm payment'. The form has a text input field for the 'Order number*' and two buttons at the bottom: 'Back' and 'Confirm payment'.

Figure 132 - Confirm payment

DECLINE A NEW BOOKING

The steps to decline a new booking to JBExpress courier services is provided below. Please see figure 33 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. Click on the “Manage Bookings” tab.
6. Click on “Decline order” button.
7. Enter the order number in the field provided.
8. Click the “Decline order” button. To cancel the process, click the “Back” button.



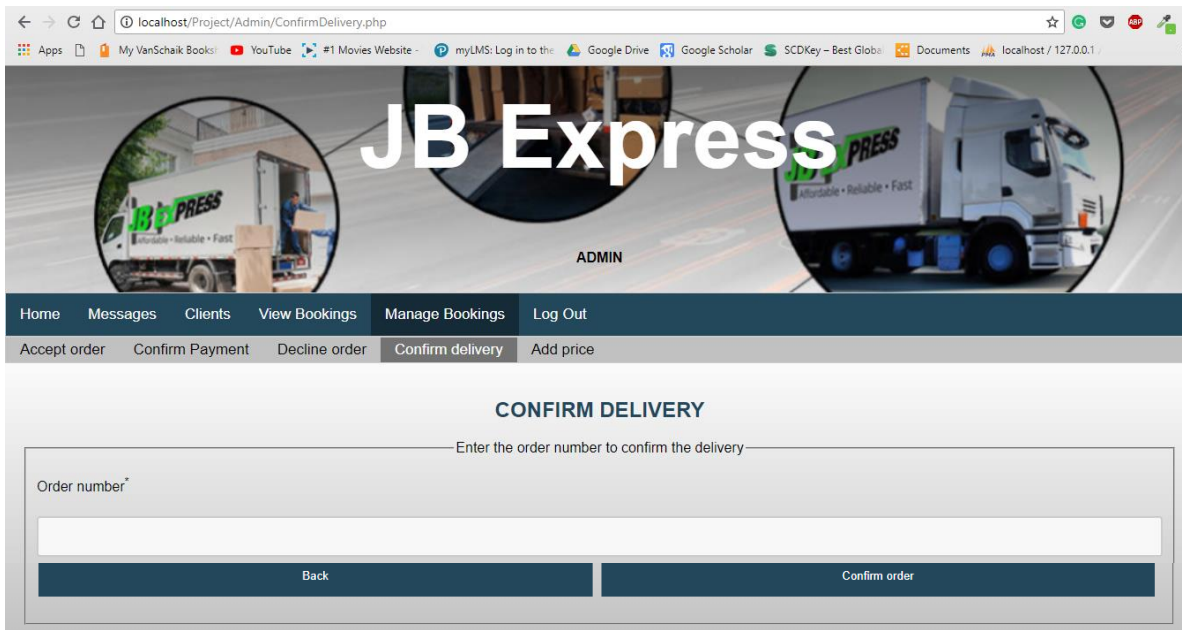
The screenshot shows a web browser window with the URL `localhost/Project/Admin/DeclineOrder.php`. The page features the JB Express logo and a navigation menu with options: Home, Messages, Clients, View Bookings, Manage Bookings, and Log Out. Below the navigation menu, there are buttons for 'Accept order', 'Confirm Payment', 'Decline order', 'Confirm delivery', and 'Add price'. The main content area is titled 'DECLINE ORDER' and contains a form with the instruction 'Enter the order number to decline the order'. The form has a label 'Order number*' and a text input field. At the bottom of the form, there are two buttons: 'Back' and 'Decline order'.

Figure 33 - Decline booking

CONFIRM DELIVERY

The steps to confirm the delivery of booking to JBExpress courier services is provided below. Please see figure 34 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. Click on the “Manage Bookings” tab.
6. Click on “Confirm delivery” button.
7. Enter the order number in the field provided.
8. Click the “Confirm delivery” button. To cancel the process, click the “Back” button.



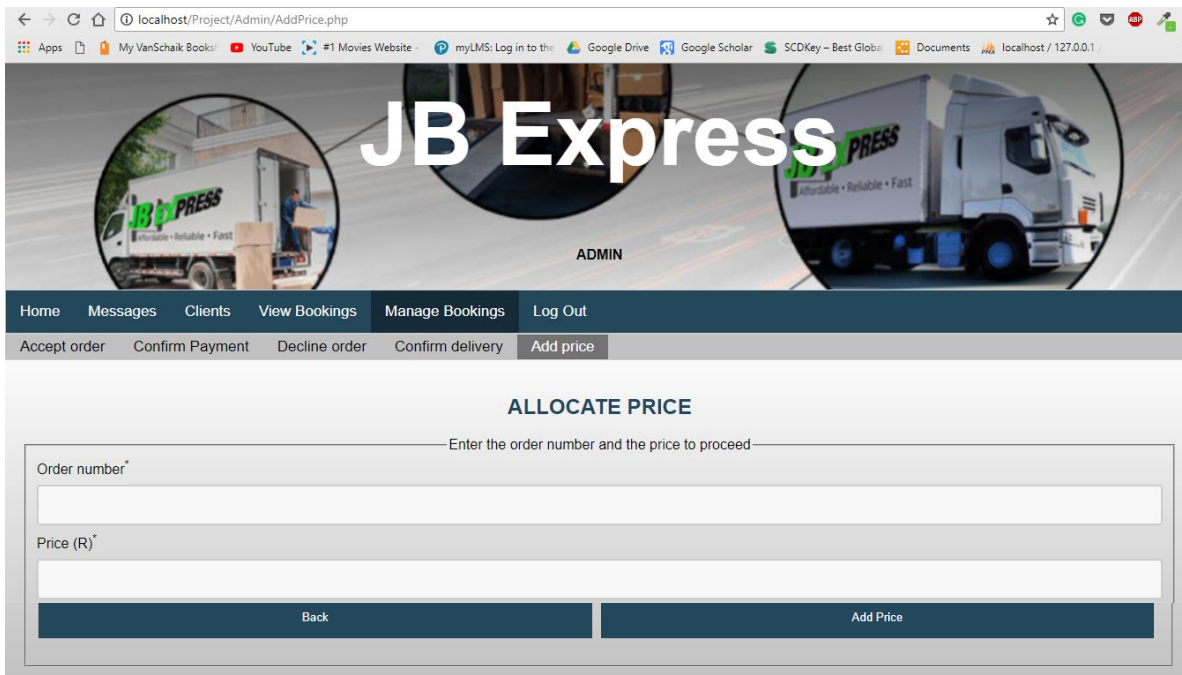
The screenshot shows a web browser window with the URL `localhost/Project/Admin/ConfirmDelivery.php`. The page features the JB Express logo and a navigation menu with options: Home, Messages, Clients, View Bookings, Manage Bookings, and Log Out. Below the navigation menu, there is a sub-menu with options: Accept order, Confirm Payment, Decline order, Confirm delivery (highlighted), and Add price. The main content area is titled 'CONFIRM DELIVERY' and contains a form with the instruction 'Enter the order number to confirm the delivery'. The form has a text input field labeled 'Order number*' and two buttons: 'Back' and 'Confirm order'.

Figure 144 - Confirm delivery

ALLOCATE PRICE TO REQUESTED BOOKING

The steps to allocate a price to a new booking to JBExpress courier services is provided below.
Please see figure 35 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. Click on the “Manage Bookings” tab.
6. Click on “Add price” button.
7. Enter the order number in the field provided.
8. Enter the price for the booking.
9. Click the “Add Price” button. To cancel the process, click the “Back” button.



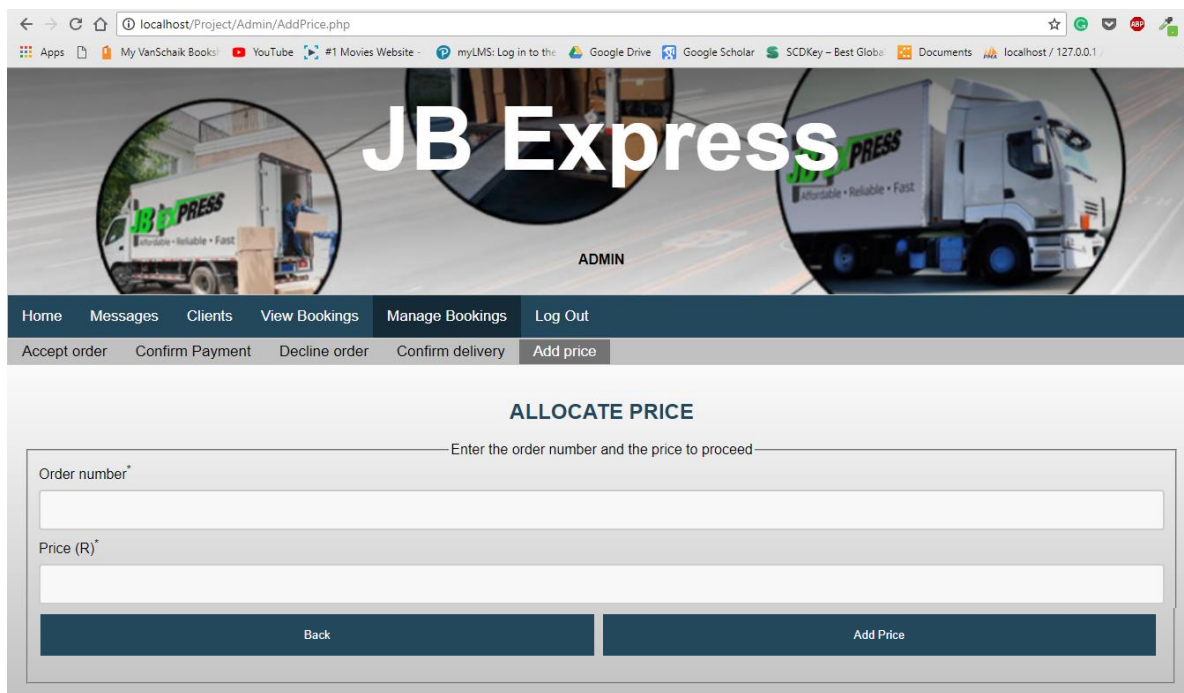
The screenshot shows a web browser window with the address bar displaying 'localhost/Project/Admin/AddPrice.php'. The page features a header with the 'JB Express' logo and a navigation menu with options: Home, Messages, Clients, View Bookings, Manage Bookings, and Log Out. Below the navigation menu, there is a secondary menu with options: Accept order, Confirm Payment, Decline order, Confirm delivery, and Add price. The main content area is titled 'ALLOCATE PRICE' and contains a form with two input fields: 'Order number*' and 'Price (R)*'. Below the input fields are two buttons: 'Back' and 'Add Price'.

Figure 35 - Add price

LOG OUT OF ADMIN

The steps to log out of the admin panel of JBExpress courier services are provided below. Please see figure 36 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab scroll to the bottom of the page.
3. Click on the “Admin Login” link
4. Follow the admin login process.
5. Click on the “Logout” tab.



The screenshot shows a web browser window with the URL `localhost/Project/Admin/AddPrice.php`. The page features the JB Express logo and a navigation bar with the following links: Home, Messages, Clients, View Bookings, Manage Bookings, and Log Out. Below the navigation bar, there is a section titled "ALLOCATE PRICE" with a form containing two input fields: "Order number*" and "Price (R)*". At the bottom of the form, there are two buttons: "Back" and "Add Price".

Figure 36 – Admin logout