



10/8/2018

User manual for JB Express

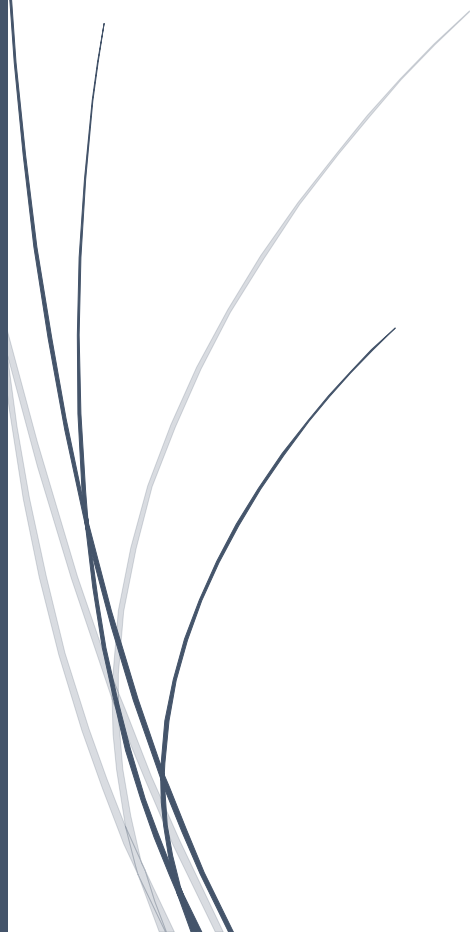


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USER MANUAL

The user manual for both the admin users and the customer users are presented in this document. The customer usage is first presented

CUSTOMER USAGE

VIEW INFORMATION ABOUT JBEXPRESS

The steps to view the information about JBExpress courier services are provided below.

1. Enter the URL to the website in the address bar of the web browser.
2. In the "Home" tab view the first column (the left column) with the header "About us," illustrated in figure 1.

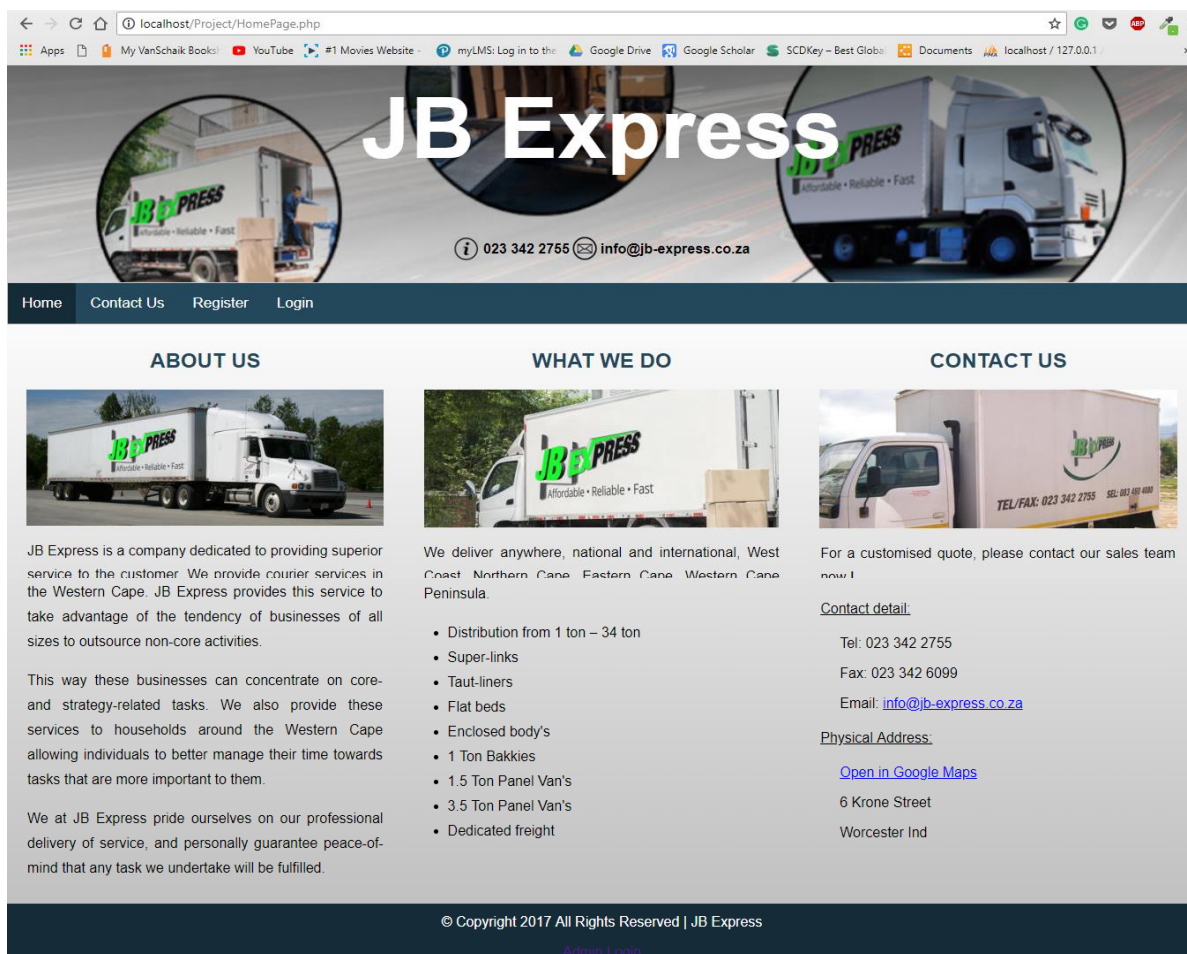


Figure 1 - View "About us" information

VIEW INFORMATION ABOUT WHAT JBEXPRESS DOES

The steps to view the information about what JBExpress courier services do is provided below.

1. Enter the URL to the website in the address bar of the web browser.
2. In the "Home" tab view the second column (the middle column) with the header "What we do" as illustrated in figure 2.

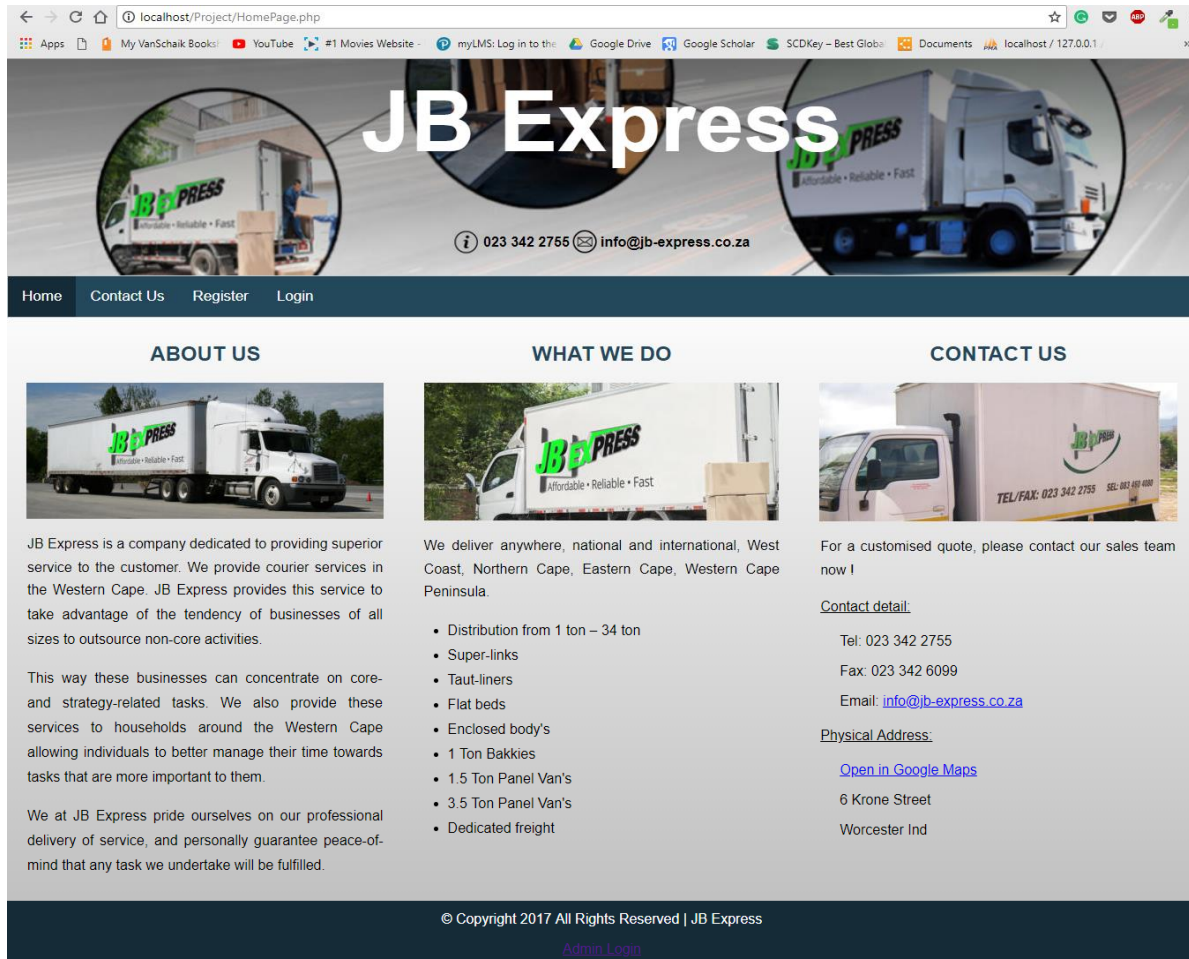


Figure 2 - View "What we do" information

VIEW THE CONTACT INFORMATION

The steps to send an email to JBExpress courier services are provided below.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab view the third column (the right column) with the header “Contact us” as illustrated in figure 3.

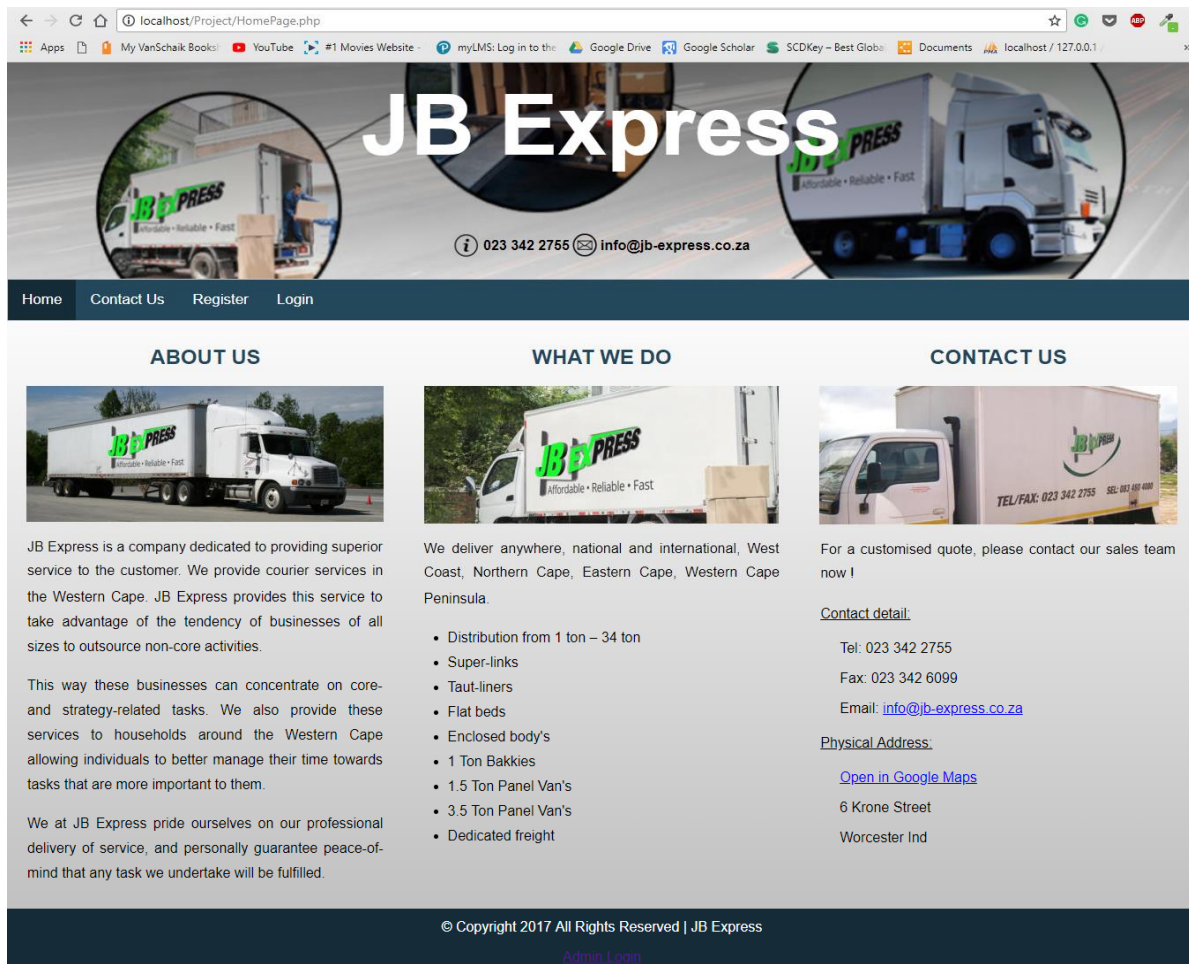


Figure 3 - View "Contact Us" information

SEND AN E-MAIL TO JBEXPRESS

The steps to view the contact information about what JBExpress courier services are provided below.

1. Enter the URL to the website in the address bar of the web browser.
2. In the “Home” tab view the third column (the right column) with the header “Contact us” as illustrated in figure 4.
3. Locate the email address for JBExpress couriers.
4. Click on the email address provided and follow the steps as required by email services.

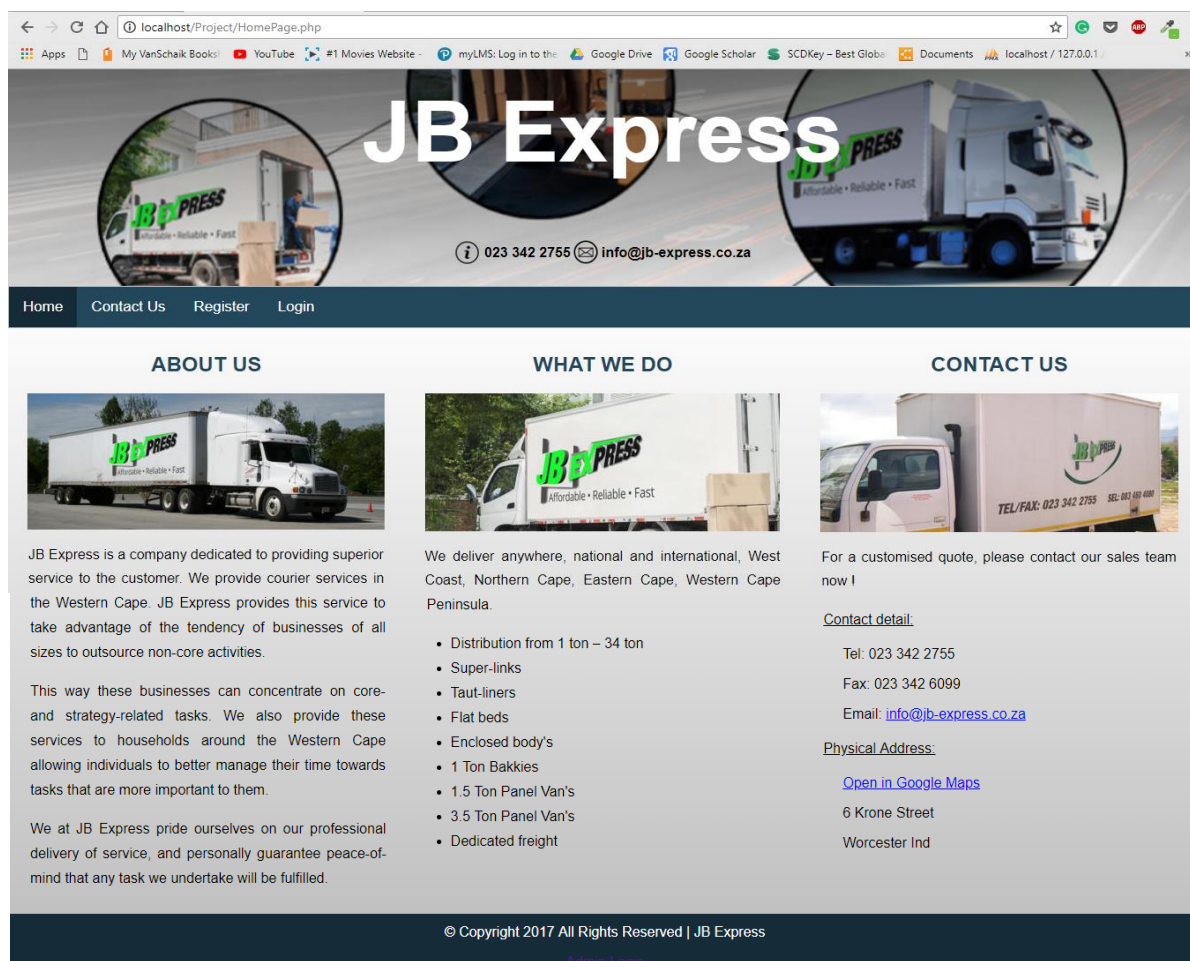


Figure 4 – Send an email to JB Express

VIEW PHYSICAL LOCATION OF JBEXPRESS

The steps to view the contact information about what JBExpress courier services are provided below.

3. Enter the URL to the website in the address bar of the web browser.
4. In the “Home” tab view the third column (the right column) with the header “Contact us” as illustrated in figure 5.
5. Click on the “Open in Google Maps” link.

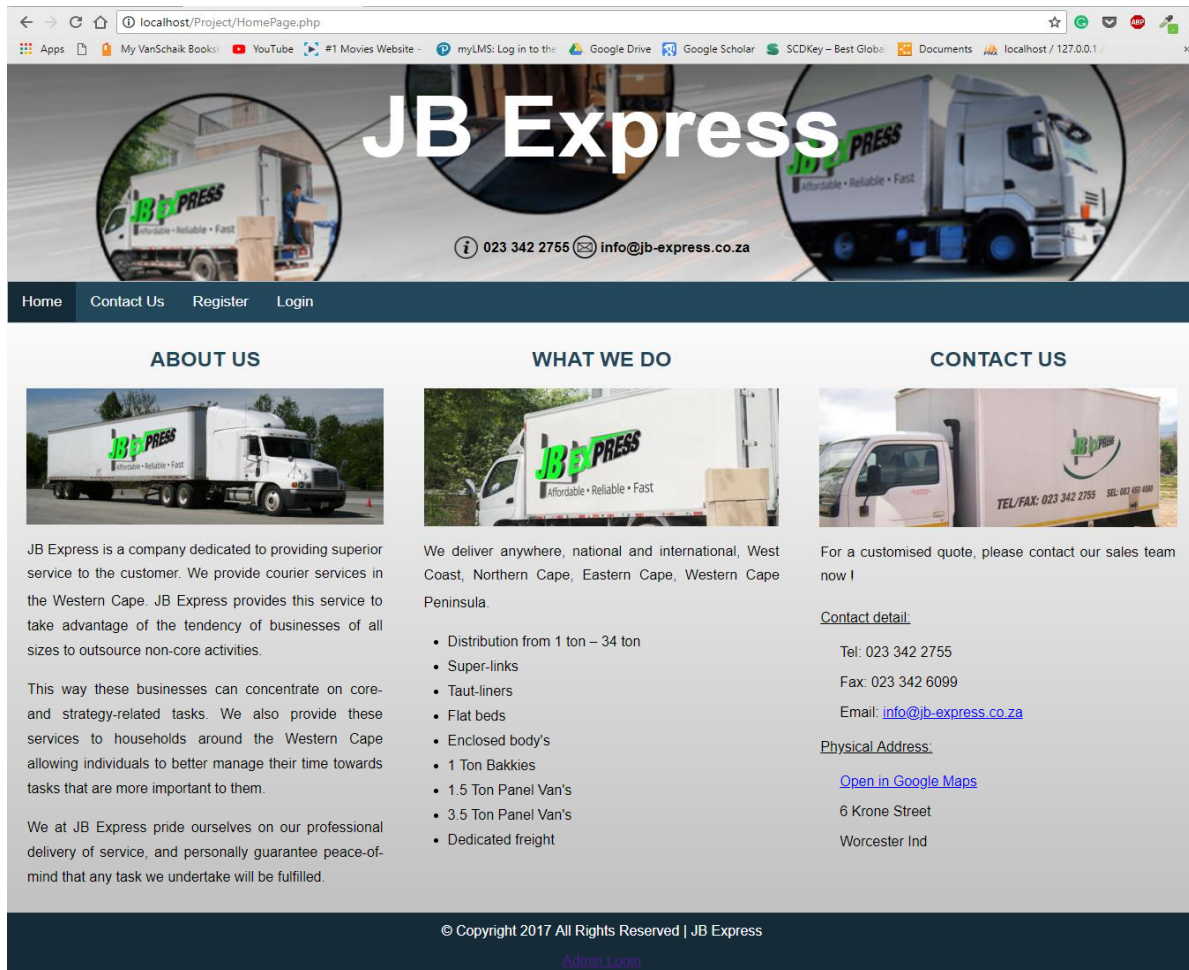
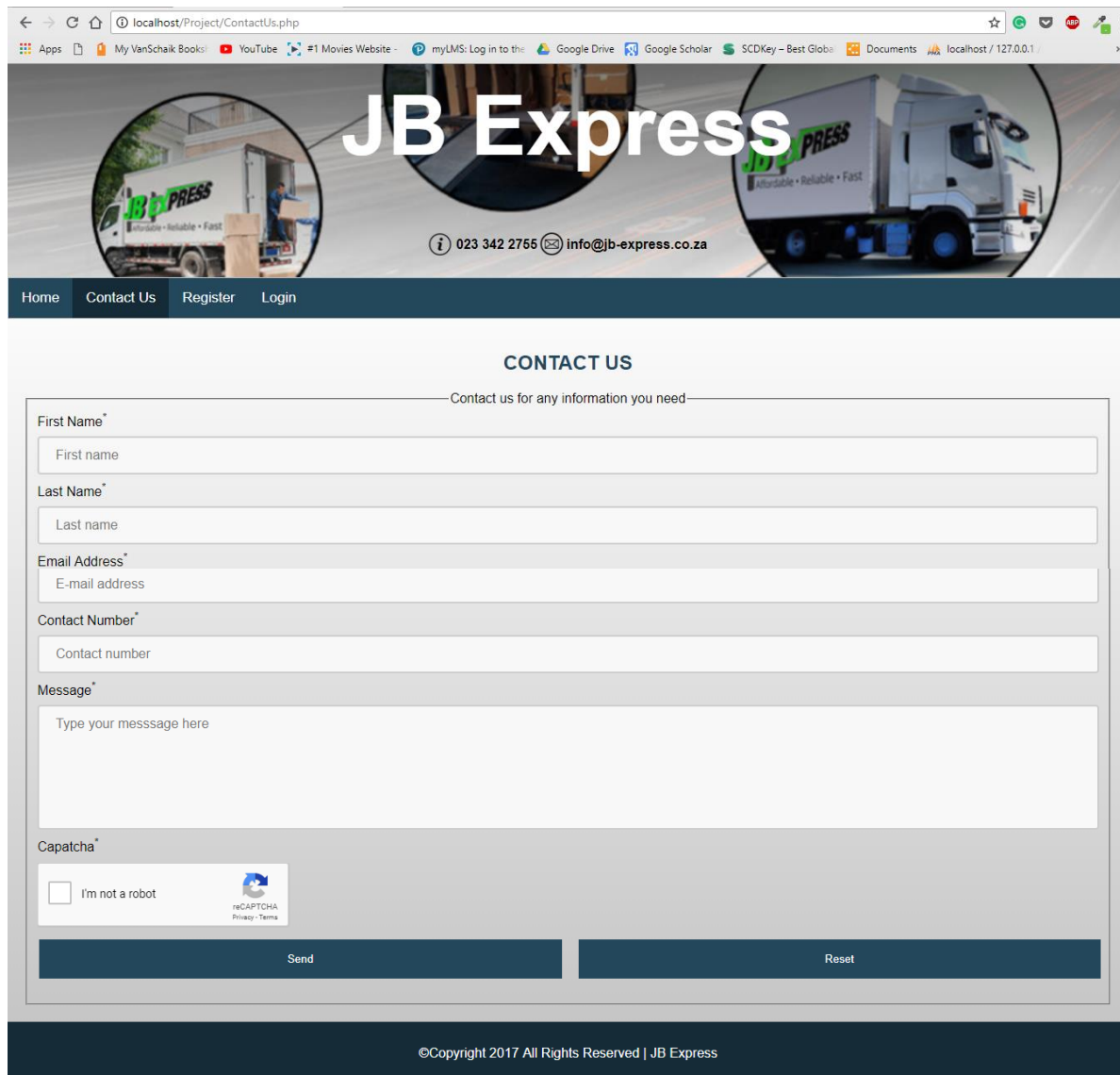


Figure 5 – View physical location of JBExpress

SEND DIRECT MESSAGE

The steps to send a direct message to JBExpress courier services is provided below. Please see figure 6 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. Click the “Contact us” tab.
3. Complete the form provided.
4. Click the “Send” button.



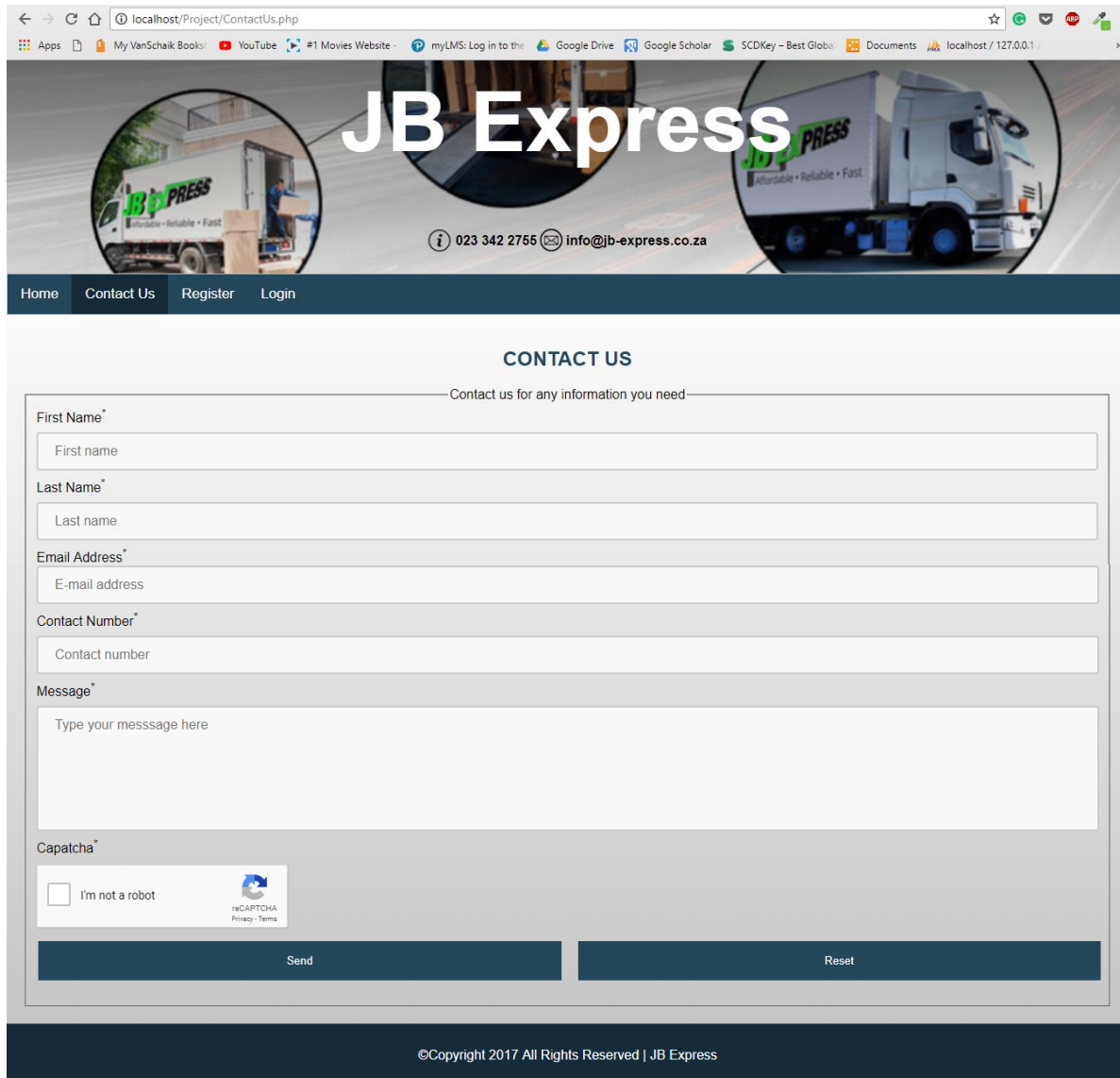
The screenshot shows a web browser window displaying the JB Express website. The browser's address bar shows the URL `localhost/Project/ContactUs.php`. The website header features the JB Express logo, contact information (023 342 2755 and info@jb-express.co.za), and a navigation menu with links for Home, Contact Us, Register, and Login. The main content area is titled "CONTACT US" and includes a sub-header "Contact us for any information you need—". Below this is a contact form with the following fields: First Name*, Last Name*, Email Address*, Contact Number*, and Message*. The Message field is a large text area with the placeholder text "Type your message here". At the bottom of the form is a reCAPTCHA section with the text "I'm not a robot" and a reCAPTCHA logo. Below the form are two buttons: "Send" and "Reset". The footer of the website displays the copyright notice "©Copyright 2017 All Rights Reserved | JB Express".

Figure 6 – Send direct message

CLEAR CONTENT OF THE DIRECT MESSAGE FORM

The steps to clear the form which sends a direct message to JBExpress courier services are provided below. Please see figure 7 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. Click the “Contact us” tab.
3. Complete the form provided.
4. Click the “Reset” button.



The screenshot shows a web browser window with the address bar displaying 'localhost/Project/ContactUs.php'. The website header features the 'JB Express' logo, contact information (023 342 2755, info@jb-express.co.za), and a navigation menu with 'Home', 'Contact Us', 'Register', and 'Login'. The 'CONTACT US' section is titled 'CONTACT US' and includes a sub-header 'Contact us for any information you need'. The form contains the following fields: 'First Name' (placeholder: First name), 'Last Name' (placeholder: Last name), 'Email Address' (placeholder: E-mail address), 'Contact Number' (placeholder: Contact number), and 'Message' (placeholder: Type your message here). Below the message field is a 'Capatcha' section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom of the form are two buttons: 'Send' and 'Reset'. The footer of the website states '©Copyright 2017 All Rights Reserved | JB Express'.

Figure 7 – Clear form content

REGISTER A NEW CLIENT

The steps to register a new client for JBExpress courier services is provided below. Please see figure 8 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. Click on the “Register” tab.
3. Complete the registration form with the necessary information.
4. Click the “Register” button.

localhost/Project/Register.php

JB Express

023 342 2755 info@jb-express.co.za

Home Contact Us Register Login

REGISTER

Make your life easy with online booking for our on point courier services!

First Name*

First name

Last Name*

Last name

Email Address*

Contact number

Password*

Password

Capatcha*

☐ I'm not a robot

reCAPTCHA Privacy-Terms

Register Reset

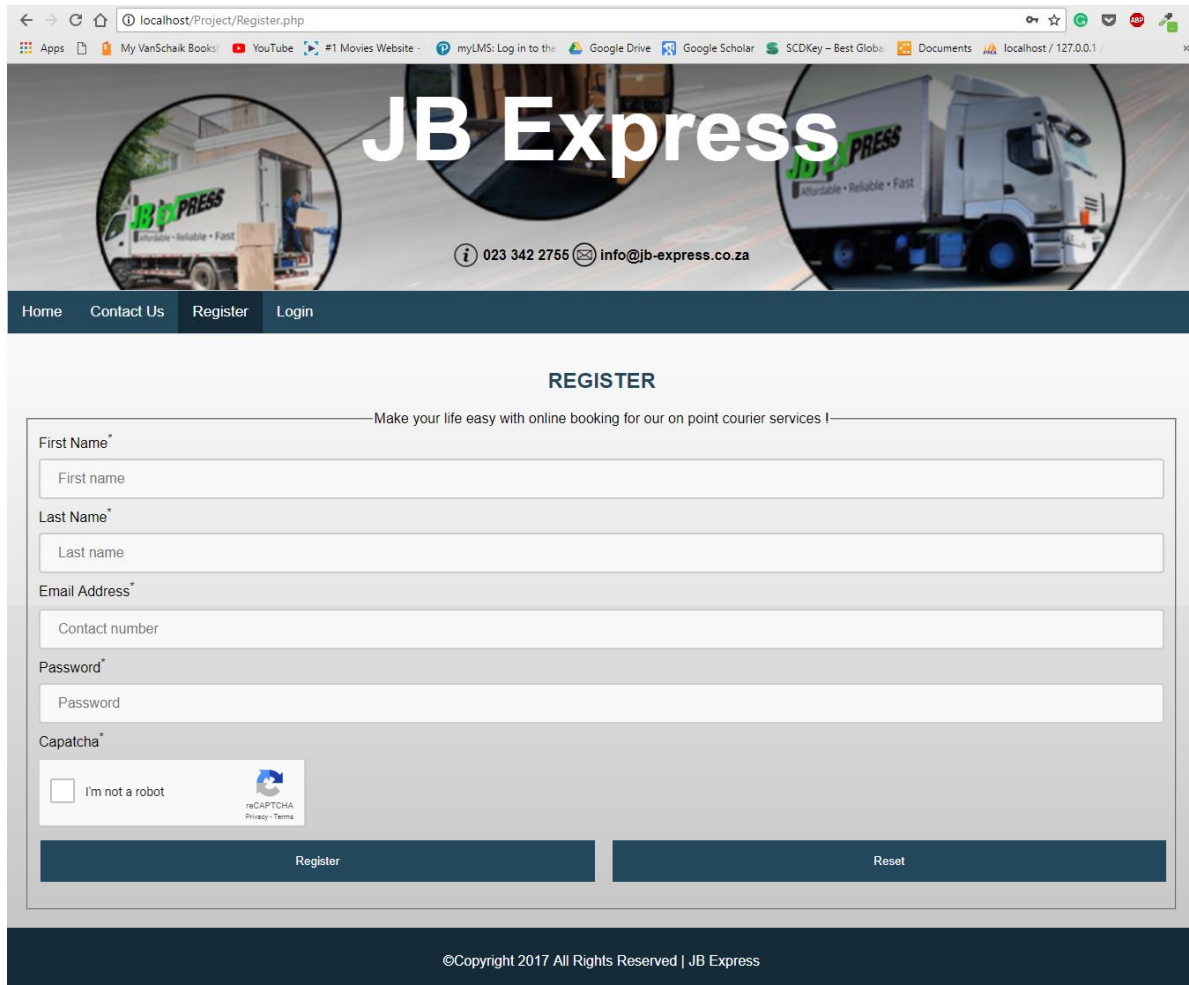
©Copyright 2017 All Rights Reserved | JB Express

Figure 8 - Registration of new client

CLEAR REGISTRATION FORM

The steps to clear the registration form for JBExpress courier services is provided below. Please see figure 9 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. Click on the “Register” tab.
3. Complete the registration form with the necessary information.
4. Click the “Reset” button.



The screenshot shows a web browser window with the address bar displaying 'localhost/Project/Register.php'. The browser's tab bar includes links to 'Apps', 'My VanSchaik Books', 'YouTube', '#1 Movies Website', 'myLMS: Log in to this', 'Google Drive', 'Google Scholar', 'SCDKey - Best Globa', 'Documents', and 'localhost / 127.0.0.1'. The website header features the 'JB Express' logo, contact information '023 342 2755' and 'info@jb-express.co.za', and a navigation menu with 'Home', 'Contact Us', 'Register', and 'Login'. The main content area is titled 'REGISTER' and includes the tagline 'Make your life easy with online booking for our on point courier services !'. The registration form contains the following fields: 'First Name*' (with placeholder 'First name'), 'Last Name*' (with placeholder 'Last name'), 'Email Address*' (with placeholder 'Contact number'), 'Password*' (with placeholder 'Password'), and a 'Capcha*' section with an 'I'm not a robot' checkbox and a reCAPTCHA logo. At the bottom of the form are two buttons: 'Register' and 'Reset'. The footer of the page states '©Copyright 2017 All Rights Reserved | JB Express'.

Figure 8 – Clear registration form

MEMBER LOGIN

The steps to login into a member account of JBExpress courier services are provided below. Please see figure 10 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. Click on the “Login” tab.
3. Enter the email address of the user along with the user password.
4. Click the “Login” button.

localhost/Project/Login.php

JB Express

023 342 2755 info@jb-express.co.za

Home Contact Us Register Login

MEMBER LOGIN

— You are on your way to make your life easy ! —

Email Address*

Username

Password*

Password

Login

©Copyright 2017 All Rights Reserved | JB Express

Figure 10- Member log in page

VIEW MEMBER PERSONAL INFORMATION

The steps to view the personal information of a member for JBExpress courier services is provided below. Please see figure 11 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. Click on the “Login” tab.
3. Login to the desired account.
4. Click on the “My Profile” tab.

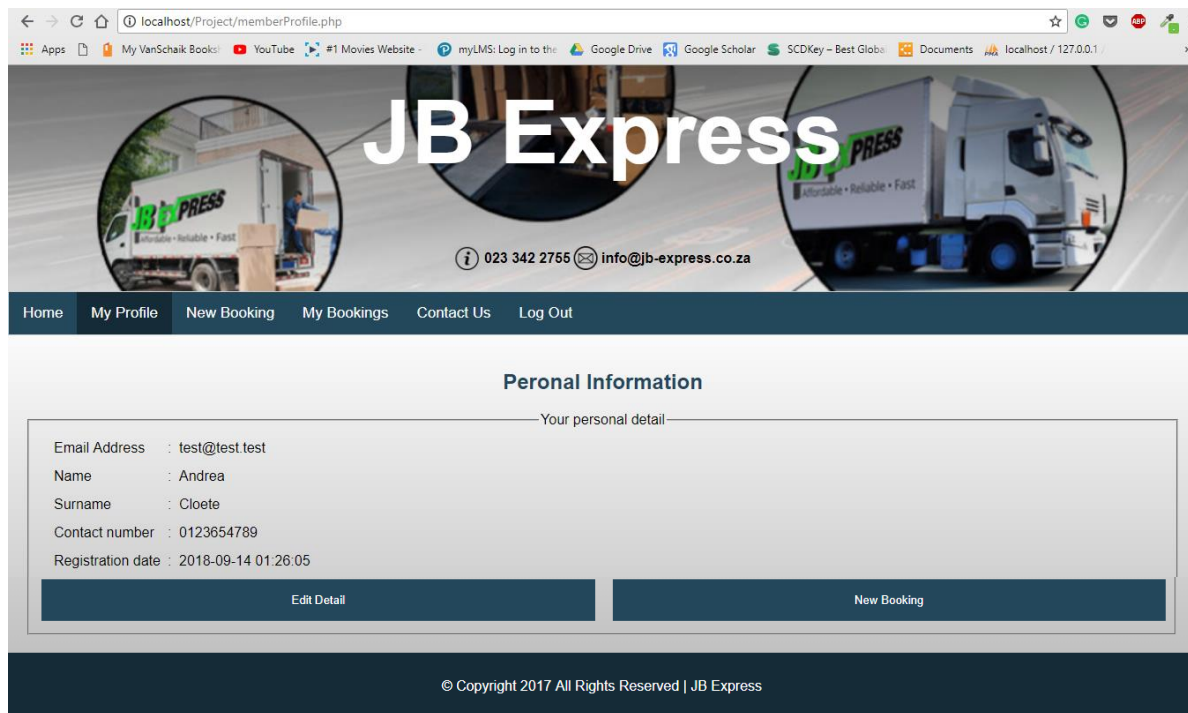
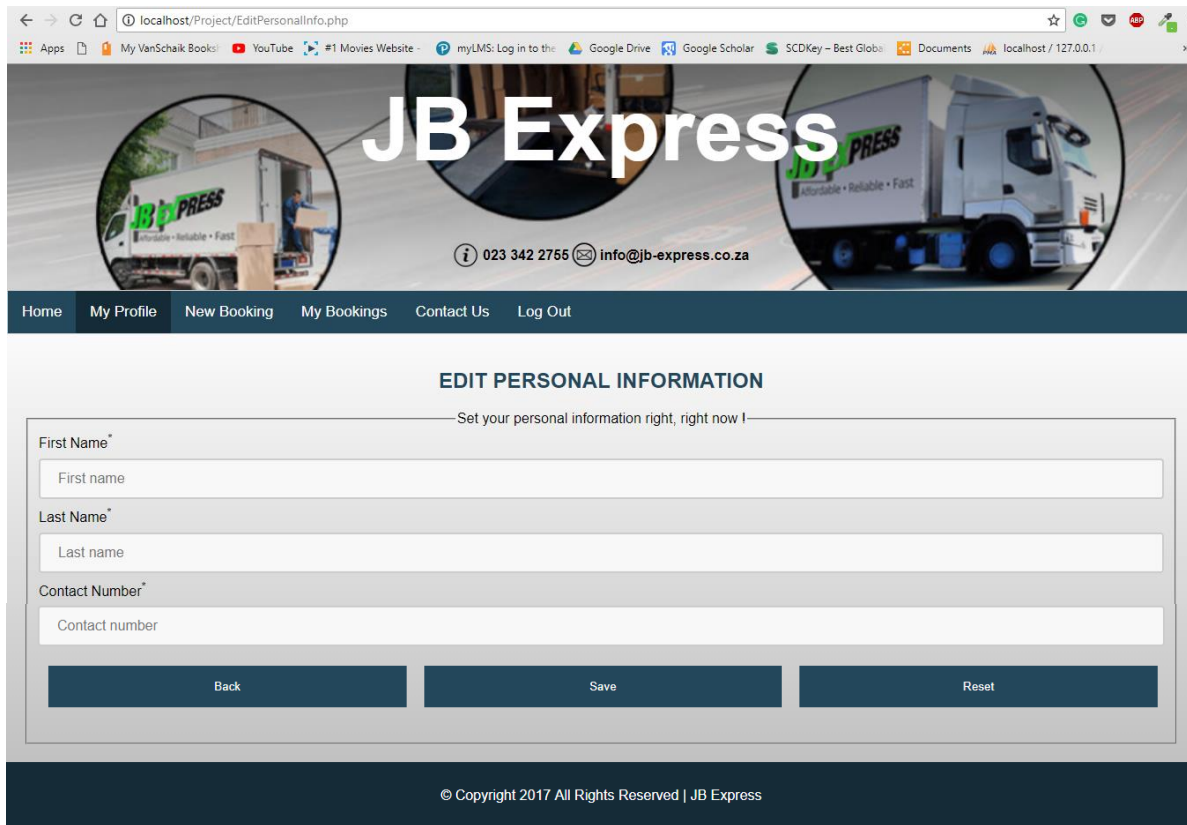


Figure 11 – Member personal information

EDIT MEMBER PERSONAL INFORMATION

The steps to edit the personal information of a member for JBExpress courier services is provided below. Please see figure 12 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. Click on the “Login” tab.
3. Login to the desired account.
4. Click on the “My Profile” tab.
5. Click on the “Edit detail” button.
6. Enter the correct information in the form provided.
7. Click the “Save” button. To cancel the update, click the “Back” button. To clear the update form for click the “Reset” button.



The screenshot displays a web browser window with the address bar showing 'localhost/Project/EditPersonalInfo.php'. The website header features the 'JB Express' logo, contact information (023 342 2755, info@jb-express.co.za), and a navigation menu with links: Home, My Profile, New Booking, My Bookings, Contact Us, and Log Out. The main content area is titled 'EDIT PERSONAL INFORMATION' and includes a sub-header 'Set your personal information right, right now!'. Below this, there are three input fields: 'First Name*', 'Last Name*', and 'Contact Number*'. At the bottom of the form are three buttons: 'Back', 'Save', and 'Reset'. The footer of the page states '© Copyright 2017 All Rights Reserved | JB Express'.

Figure 12 - Edit member information page

PLACE A NEW BOOKING

The steps to place a new booking for delivery at JBExpress courier services is provided below. Please see figure 13 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. Click on the “Login” tab.
3. Login to the desired account.
4. Click on the “New Bookings” tab.
5. Enter the required information about the item that is wished to be couriered.
6. Click the “Next” button to submit the detail of the item as well as to proceed to the next step required to make the booking successful. To clear the content entered click the “Reset” button.
7. Enter the collection information of the item that is wished to be couriered.
8. Click the “Next” button to submit the collection detail of the item as well as to proceed to the next step required to make the booking successful. To clear the content entered click the “Reset” button.
9. Enter the delivery information of the item that is wished to be couriered.
10. Click the “Next” button to submit the delivery detail of the item as well as to proceed to the next step required to make the booking successful. To clear the content entered click the “Reset” button.
11. Enter the payment information of the item that is wished to be couriered.
12. Click the “Next” button to submit the payment detail of the item as well as to proceed to the next step required to make the booking successful. To clear the content entered click the “Reset” button.
13. View the detail of the booking. Note that order should not be canceled if the information is not correct.
14. Click the “Next” button to proceed.
15. Confirm order by selecting the “Yes, I do confirm my order” radio button or decline the order by selecting the “No, I do not confirm my order” radio button.
16. Click the “Done” button to finish order.

localhost/Project/PickUp.php

JB Express

023 342 2755 info@jb-express.co.za

Home My Profile New Booking My Bookings Contact Us Log Out

Item Detail Collection Detail Delivery Detail Payment Detail Order Summery Order Conformation

COLLECTION DETAIL

Enter the detail of where the item for courier must be picked up

Please complete all of the fields for your order to be sucesfully completed

Name of benefactor*

Name of benefactor

Surname of benefactor*

Surname of benefactor

Contact number of benefactor*

Contact number of benefactor

Date of collection (YYYY-MM-DD)*

Collection date

Collection time*

08:00 to 09:00

Street name of benefactor*

Street name of benefactor

Street number of benefactor*

Steet number of benefactor

Suburb of benefactor*

Subhurb of benefactor

Reset Next

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Figure 43 – New booking process

VIEW ACTIVE BOOKINGS AS MEMBER

The steps to view the existing booking at JBExpress courier services is provided below. Please see figure 14 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. Click on the “Login” tab.
3. Login to the desired account.
4. Click on the “My Bookings” tab.

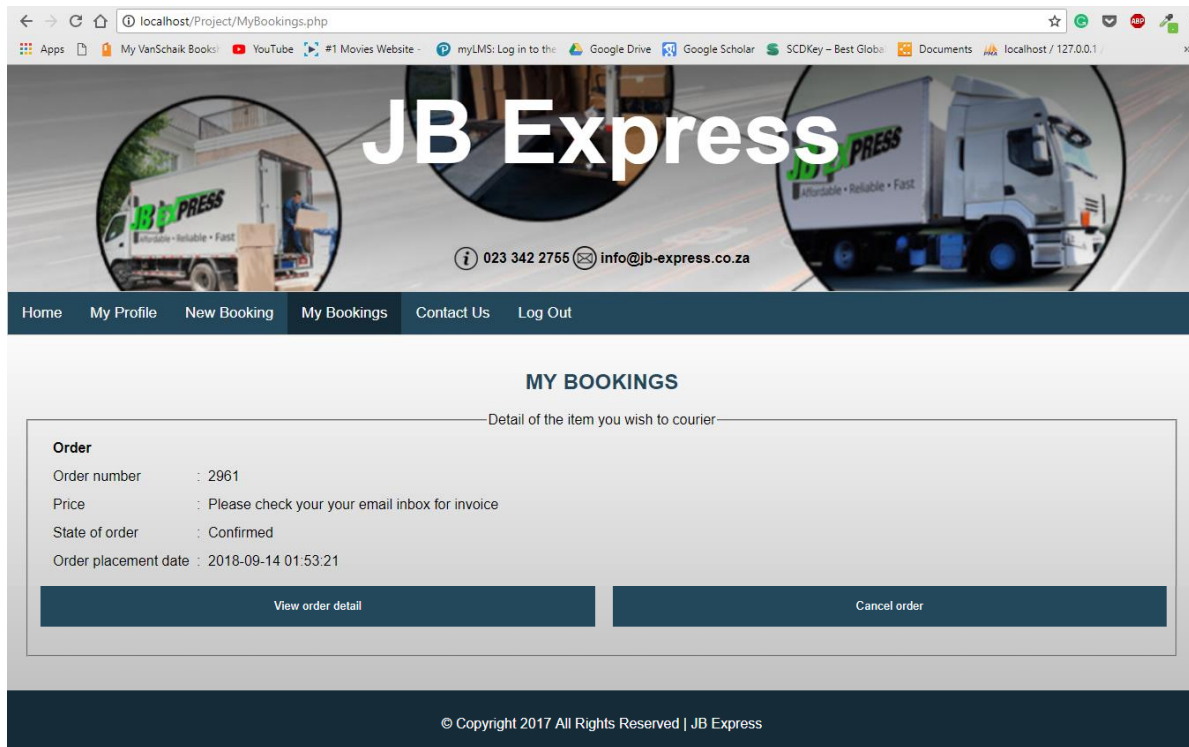
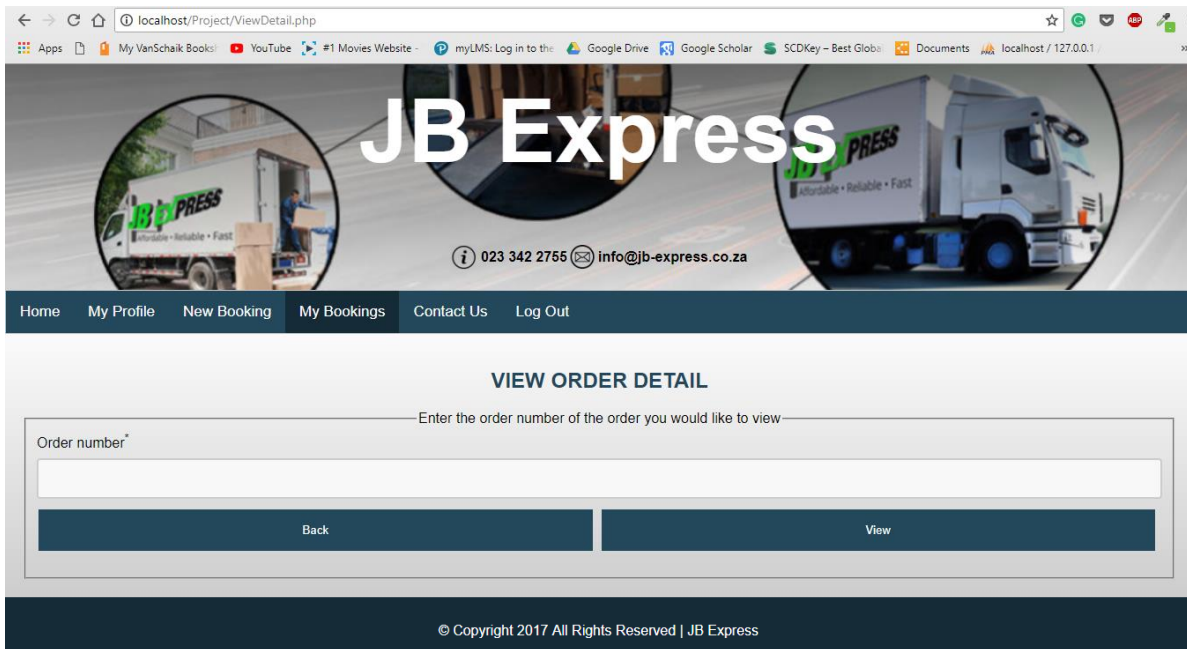


Figure 54 – View of active bookings

VIEW BOOKING DETAIL

The steps to view the detail of an existing booking at JBExpress courier services is provided below. Please see figure 15 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. Click on the “Login” tab.
3. Login to the desired account.
4. Click on the “My Bookings” tab.
5. Click the “View order detail” button.
6. Enter the order number of the booking.
7. Click the “View” button. To go back to view the existing bookings click the “Back” button.



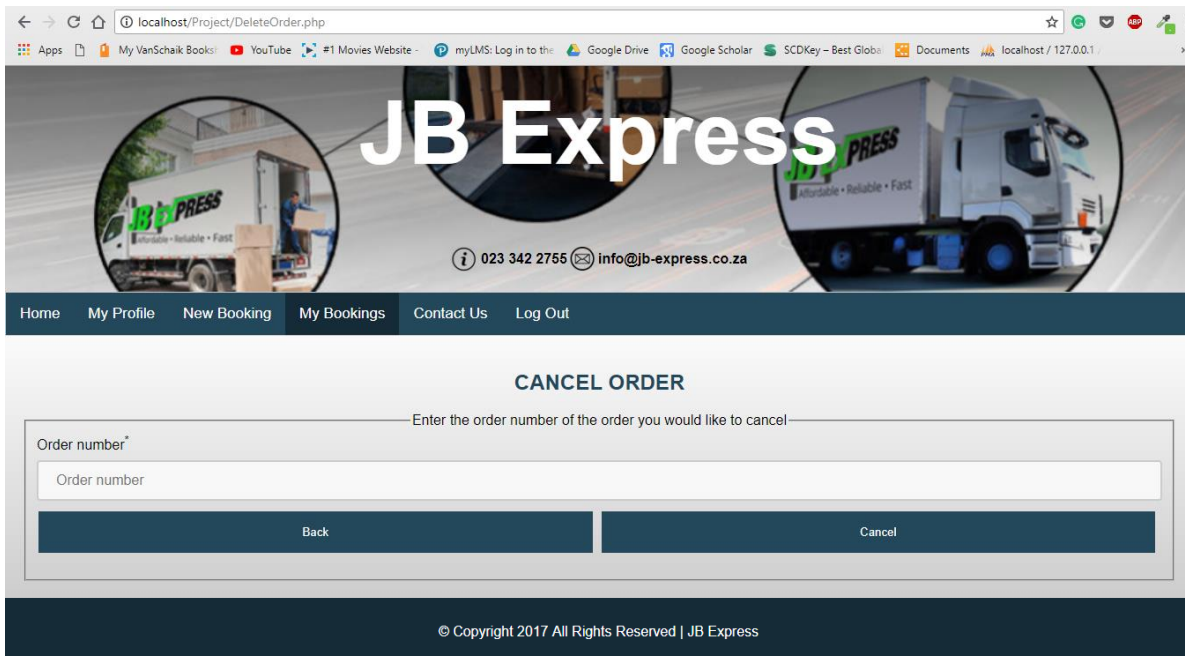
The screenshot shows a web browser window with the address bar displaying 'localhost/Project/ViewDetail.php'. The website header features the 'JB Express' logo, contact information (023 342 2755 and info@jb-express.co.za), and a navigation menu with links: Home, My Profile, New Booking, My Bookings, Contact Us, and Log Out. The main content area is titled 'VIEW ORDER DETAIL' and contains a form with the label 'Enter the order number of the order you would like to view'. The form has a text input field for the 'Order number*' and two buttons: 'Back' and 'View'. The footer of the website states '© Copyright 2017 All Rights Reserved | JB Express'.

Figure 15 – View detail of bookings

CANCEL BOOKING

The steps to cancel a booking at JBExpress courier services is provided below. Please see figure 16 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. Click on the “Login” tab.
3. Login to the desired account.
4. Click on the “My Bookings” tab.
5. Click the “Cancel booking” button.
6. Enter the order number of the booking.
7. Click the “Cancel” button. To go back to view the existing bookings click the “Back” button.



The screenshot shows a web browser window with the address bar displaying 'localhost/Project/DeleteOrder.php'. The browser's tab bar includes 'My VanSchaik Books', 'YouTube', '#1 Movies Website', 'myLMS: Log in to the', 'Google Drive', 'Google Scholar', 'SCDKey - Best Globa', 'Documents', and 'localhost / 127.0.0.1'. The website header features the 'JB Express' logo, contact information '023 342 2755' and 'info@jb-express.co.za', and a navigation menu with 'Home', 'My Profile', 'New Booking', 'My Bookings', 'Contact Us', and 'Log Out'. The main content area is titled 'CANCEL ORDER' and contains a form with the instruction 'Enter the order number of the order you would like to cancel'. The form has a label 'Order number*' and a text input field. Below the input field are two buttons: 'Back' and 'Cancel'. The footer of the website states '© Copyright 2017 All Rights Reserved | JB Express'.

Figure 66 - Cancel booking

DIRECT MESSAGE

The steps to send a direct message to JBExpress courier services as a member is provided below. Please see figure 17 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. Click on the “Login” tab.
3. Login to the desired account.
4. Click on the “Contact Us” tab.
5. Complete the contact form provided.
6. Click the “Send” button to send the message. To clear the contact form, click the “Reset” button.

The screenshot shows a web browser window displaying the JB Express website. The browser's address bar shows the URL 'localhost/Project/ContactUsMemeber.php'. The website's header features the JB Express logo, a contact number '023 342 2755', and an email address 'info@jb-express.co.za'. Below the header is a navigation menu with links: Home, My Profile, New Booking, My Bookings, Contact Us, and Log Out. The 'CONTACT US' section is highlighted. The form includes fields for First Name, Last Name, Email Address, and Contact Number, each with a placeholder text. A large text area for the message is labeled 'Type your message here'. Below the message field is a reCAPTCHA widget with the text 'I'm not a robot'. At the bottom of the form are two buttons: 'Send' and 'Reset'. The footer of the website states '©Copyright 2017 All Rights Reserved | JB Express'.

Figure 77 – Direct message

MEMBER LOGOUT

The steps to log out of a member account of JBExpress courier services are provided below. Please see figure 18 which is provided after the given steps.

1. Enter the URL to the website in the address bar of the web browser.
2. Click on the “Login” tab.
3. Login to the desired member account.
4. Click on the “Log out” tab.

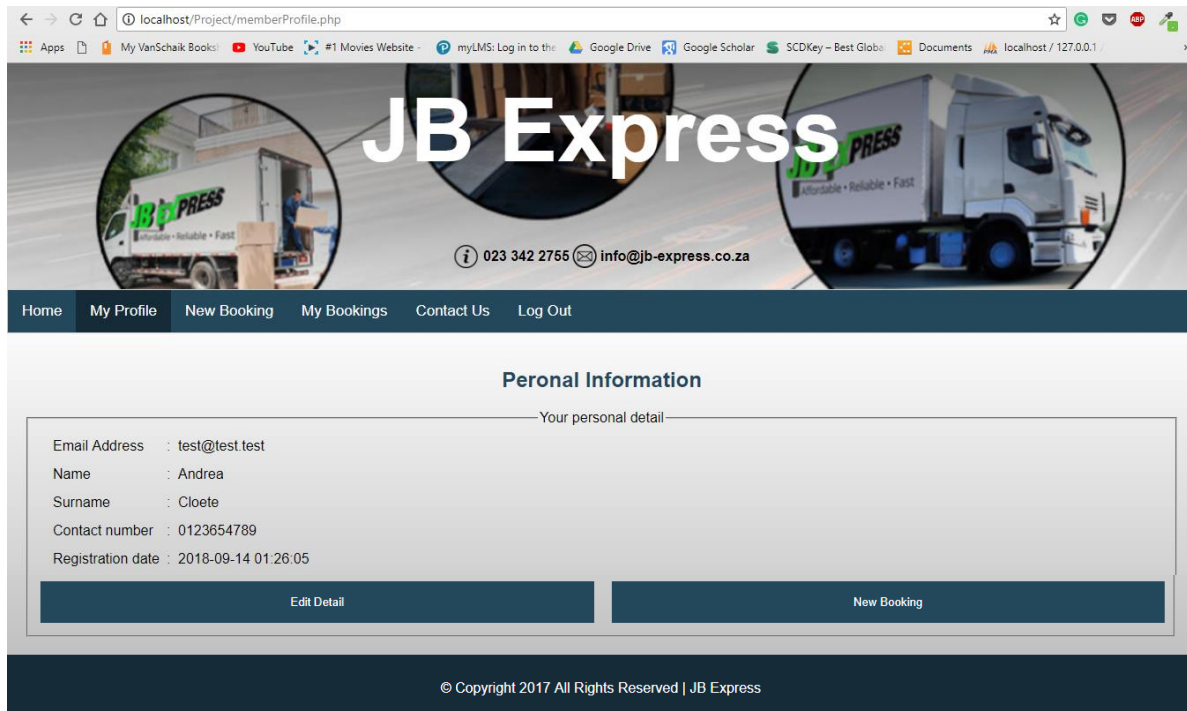


Figure 18- Member logout