

FAST COURIER SERVICE APPLICATION

User Guide

Table of Contents

Chapter 1: Main Window	2
Menu Structure	2
Customers.....	4
Customer Deliveries.....	4
Chapter 2: Add & Edit Customer Windows.....	5
Personal Details.....	5
Delivery Cost.....	6
Collection Address	6
Chapter 3: Add New Delivery Window.....	7
Collection Address	8
Delivery Address.....	8
Delivery Details	8
Cost Per KG	8
Chapter 4: View Complete/Incomplete Deliveries Windows	9
Selecting a Delivery	10
Update Status	10
Set as Delivered.....	10
Chapter 5: Update Status / Set as Delivered Windows.....	11
Setting a New Status.....	11
Setting as Delivered.	12
Chapter 6: Reports Windows.....	13
Filtering Report Content.....	13

Main Window



Menu Structure

File menu:

The file menu provides three options:

1. Load Data:
To load previously saved data click this. It will open up a file explorer where the saved data can be found and loaded.
2. Save Data:

To save the current data click this option. Upon clicking this option a file explorer will be opened. Navigate to the folder where you would like to save the data, enter a file name and click save.

3. Exit:

This option exits the application and closes all currently open windows. Please save any data before exiting.

Edit menu:

The edit menu provides two options to undo and redo certain actions. The following four actions can be undone/redone:

- Adding a new customer
- Editing a new customer
- Adding a new delivery
- Updating a status of a delivery

Edit menu options:

1. Undo:

Use this command to undo a command that has been done.

2. Redo:

Use this option to redo a command that has previously been undone.

Whenever an action is undone or redone a message will be displayed at the bottom of the main window to confirm the action was a success.

Reports menu.

Please see chapter 6 for details of the actual report window.

The reports menu provides four options:

1. View All Deliveries Report:

Use this option to open a report displaying all deliveries of every customer.

2. View Completed Deliveries Report:

Use this option to open a report displaying only completed deliveries of every customer.

3. View Work In Progress Report:

Use this option to open a report displaying all work in progress deliveries of every customer.

4. Open All Reports:

Use this option to open all reports available.

Customers

The customer section provides four options:

1. Select a customer:
Using the drop down box find a customer by their name. Selecting a customer will display their collection address and their agreed delivery cost.
2. Add a new customer:
Clicking the 'Add New Customer' button will bring up the window to enter details for a new customer. Please refer to chapter 2 for more details on this window.
3. Edit the selected customer's details:
Clicking the 'Edit Customer Details' button will open the edit customer details window. Please refer to chapter 2 for more details about this window.
4. Add a new delivery to a selected customer:
Clicking the 'Add New Delivery' button will open a window for creating a new delivery for the selected customer. Please refer to chapter 3 for more details on this window.

Customer Deliveries

In this section is displayed the number of complete and incomplete deliveries the selected customer has.

This section provides two options:

1. View complete deliveries for the selected customer:
Clicking the 'View Complete Deliveries' button will open the window that allows all the complete deliveries to be viewed. Please refer to chapter 4 for more details.
2. View incomplete deliveries for the selected customer:
Clicking the 'View Incomplete Deliveries' button will open the window that allows all the incomplete deliveries to be viewed and their statuses to be updated. Please refer to chapter 4 for more details.

The final option on this main window is an exit button which exits the application and closes all currently open windows. Please save any data before exiting.

Add & Edit Customer Windows

Add Customer

Personal Details:

Forename:

Surname:

Delivery Cost:

Collection Address:

Address Line 1:

Address Line 2:

City:

Post Code:

Cancel Save

The form used for adding a new customer and editing an existing customer are identical. When adding a new customer the form will be blank but when a customer has been selected then their details will be in the form.

The cancel button on the bottom will discard any changes made when clicked while the save will either warn you of any errors in the fields or confirm you really do want to save.

Personal Details

This section is where the forename and surname of the customer are entered. A customers name should not contain any numbers.

Delivery Cost

This section only contains one field which is to enter the customer's agreed delivery cost. The minimum value that a delivery cost can be set to is 0.0.

Collection Address

The collection address section is for entering the customers default collection address which is usually their place of business. Address line 1, the city and post code are all required fields. The post code needs to be in the standard format for a UK post code with a space between the first part and the second part.

Add New Delivery Window

Add a New Delivery

Customer Name: Brian Viviers

Consignment No: CONS: 00004

Collection Address: ☐ Use Default Address

Address Line 1:

Address Line 2:

City:

Post Code:

Delivery Address:

Address Line 1:

Address Line 2:

City:

Post Code:

Delivery Details:

No. of Packages:

Weight (KG):

Cost per KG: ☒ Use Customer Default

Cost per KG:

Cancel **Save**

When the form is opened the customer's name for which this new delivery is to be added to is displayed at the top to let the user ensure that the correct customer is selected.

Delivery consignment numbers are automatically created by the system and are made permanent only when the save button is clicked.

The cancel button on the bottom will discard any changes made when clicked while the save will either warn you of any errors in the fields or confirm you really do want to save.

Collection Address

The collection address is where the delivery should be collected from. If it is the same as the customer's collection address then the check box can be ticked which will automatically fill the fields with the required address.

Address line 1, the city and post code are all required fields. The post code needs to be in the standard format for a UK post code with a space between the first part and the second part.

Delivery Address

The delivery address is the delivery destination location.

Address line 1, the city and post code are all required fields. The post code needs to be in the standard format for a UK post code with a space between the first part and the second part.

Delivery Details

This section has two fields, one for the number of packages in the delivery and the other for the combined weight of all the packages (in kilograms).

Number of packages can only be set to one or above.

The weight cannot be less than 0.1 kilograms and goes up in 0.1 kilogram increments.

Cost Per KG

This field is automatically set to the customers default delivery cost which was agreed when the customer registered. If this delivery should have a different delivery cost then unselect the check box above the field and enter a new cost. The minimum value that the delivery cost can be set to is 0.0.

View Complete/Incomplete Deliveries Windows

Incomplete Customer Deliveries

Customer Name: **Brian Viviers**

Select a Delivery: **Delivery: CONS: 00001**

Status: **PENDINGCOLLECTION**

Collection Address: 45 Haven St
St Venice
Plymouth
PL5 1PZ

Delivery Address: 12 Kathleaven St
St Budeaux
Plymouth
PL5 1PZ

Notes:

Update Status Set as Delivered

Start Date: 17/12/2014

Delivered Date:

Number of Packages: 2

Weight: 3.0

Cost per KG: £6.00

Total Cost: **£18.00**

Close

This window is either used to show all the customer complete or incomplete deliveries depending on which button was clicked on the main window. If viewing all incomplete deliveries then the two buttons for updating a status or setting as delivered will be visible. On the completed deliveries window they will not be visible.

Selecting a Delivery

This section provides a drop down box to select one of the customer's deliveries. Once selected then the collection address, delivery address and any delivery notes will be displayed in the field below it. The section on the right will also be filled in with the start date, delivered date, number of packages, weight, cost per kilogram and total cost for this delivery where values exist.

Update Status

The button 'Update Status' will only be visible when viewing incomplete deliveries. Selecting this will bring up a form to update this deliveries status. See chapter 5 for more information.

Set as Delivered

The button 'Set as Delivered' will only be visible when viewing incomplete deliveries. Selecting this will bring up a form to set this delivery to have a delivered status. See chapter 5 for more information.

Update Status / Set as Delivered Windows

The cancel button on the bottom of both windows will discard any changes made when clicked while the save will confirm if you really do want to save.

Setting a New Status



Use the drop down box to select a new delivery status for the delivery. For setting the status as 'UNDELIVERABLE' or 'DELIVERYREFUSED' then a note is required.

Setting as Delivered

Update Delivery Status

Delivery: CONS: 00004

Set Status:

Status: **DELIVERED**

Notes:

Set Delivered Date:

December 2014

	Fri
49	1	2	3	4	5	6	7
50	8	9	10	11	12	13	14
51	15	16	17	18	19	20	21
52	22	23	24	25	26	27	28
01	29	30	31				

Cancel Save

Ensure you select the date of when the delivery took place. Notes are optional.

Reports Windows

Customer Name	No. of Deliveries	Customer Total Value
Brian Viviers	5	104.40
Roy Tucker	0	0.00
Philip Edwards	5	109.20
Richard Imms	4	77.40
Dominic Youel	0	0.00
Nathan Guy	4	97.80
Report Total		388.80

Filtering Report Content

Tick the 'Enable filtering' box to enable filtering of results by status. Then use the drop down box to select the status for which you want to view deliveries.

To remove customers for which there are no results then tick the box labeled 'Only show customers with deliveries'.