



## User Manual

### Contents

<b>1</b>	<b>Installation</b>	<b>2</b>
<b>2</b>	<b>Start Truckr</b>	<b>2</b>
<b>3</b>	<b>Log In</b>	<b>2</b>
<b>4</b>	<b>Driver Functions</b>	<b>4</b>
4.1	Incoming Shipments . . . . .	4
4.2	Outgoing Shipments . . . . .	4
<b>5</b>	<b>Shipping Manager Functions</b>	<b>5</b>
5.1	Create New Shipment . . . . .	5
5.2	Edit Shipment . . . . .	6
5.3	Shipping Reports . . . . .	7
<b>6</b>	<b>Maintenance Functions</b>	<b>8</b>
6.1	Add a Vehicle . . . . .	8
6.2	View Vehicle Information . . . . .	9
6.3	Vehicle Report . . . . .	9
6.4	Add Maintenance Service . . . . .	9
6.5	Maintenance Report . . . . .	10
<b>7</b>	<b>Full Account Functions</b>	<b>11</b>
7.1	Add New Employee . . . . .	11
7.2	Payroll Reports . . . . .	13

## 1 Installation

- Install python 3 from <https://www.python.org> or using your operating system's package manager. For Debian based Linux distributions (such as Ubuntu):

```
sudo apt install python3
```

- Install Django from the command line.

```
pip install django
```

- Extract the Truckr application to a local drive.

## 2 Start Truckr

- From your command line, navigate to the subdirectory titled 'seven'.
- Execute the following command:

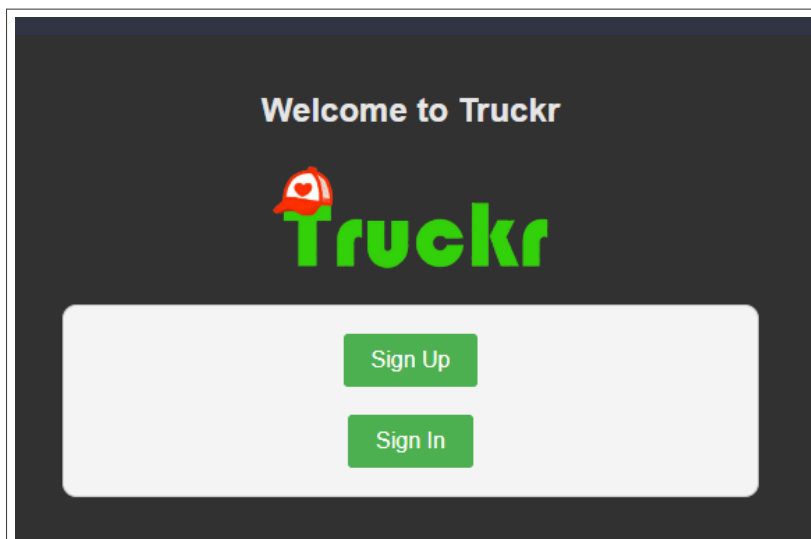
```
python3 manage.py runserver
```

This will start and run the testing server.

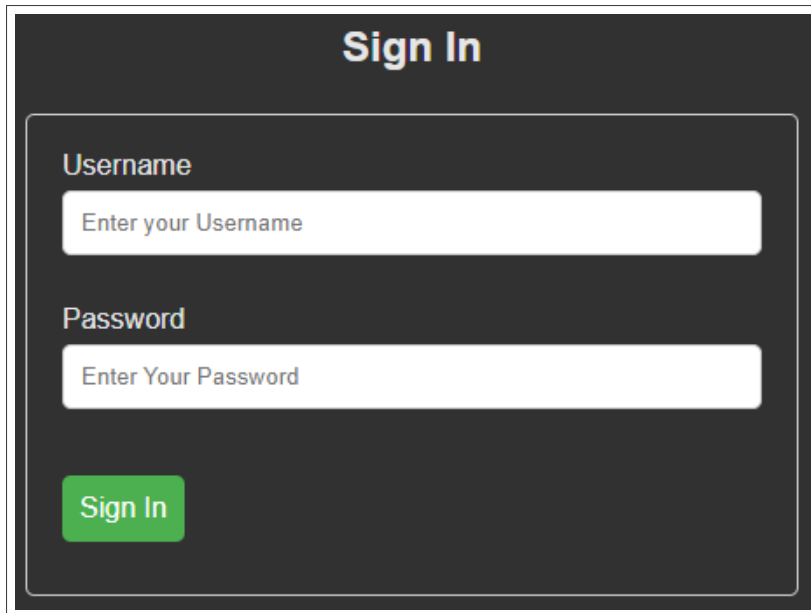
- In your web browser, navigate to **127.0.0.1:8000**
- To stop the server, press Ctrl + C in your terminal.

## 3 Log In

From the home page, click Sign In.



This will bring you to the sign-in page.



**Sign In**

**Username**

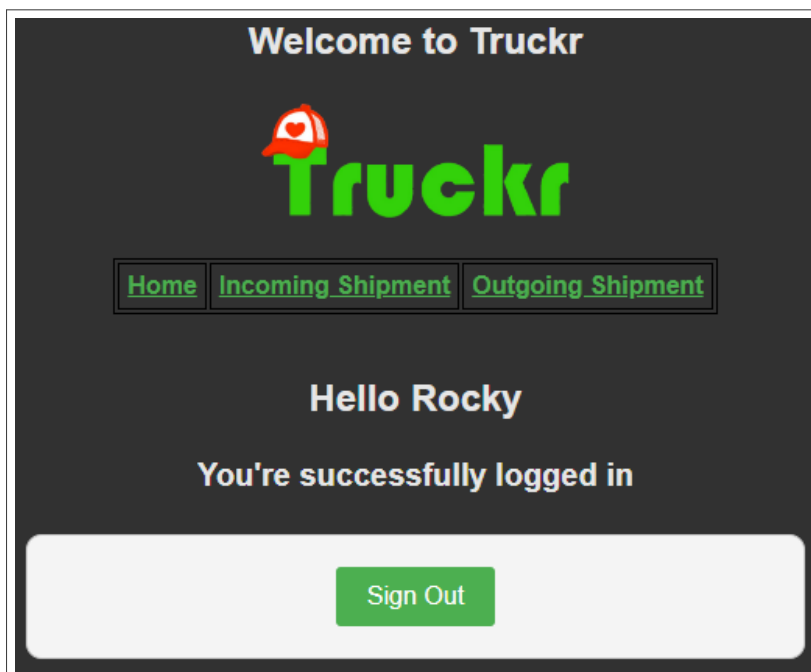
**Password**

**Sign In**


Use the following accounts to test the features of the four different account types.

Account Type	username	password
Driver	squir	groupseven
Maintenance	moosb	groupseven
Shipping Manager	fatan	groupseven
Full Account	badeb	groupseven

Once signed in, you will see a welcome screen, and a navigation bar.



**Welcome to Truckr**



[Home](#) [Incoming Shipment](#) [Outgoing Shipment](#)

**Hello Rocky**

**You're successfully logged in**

**Sign Out**

To sign out, click Home on the navigation bar.

On the Home screen, click the Sign Out button.

## 4 Driver Functions

Driver accounts can view their own incoming and outgoing shipments.

### 4.1 Incoming Shipments

Click Incoming Shipments on the navigation bar.

The incoming shipments page will display.

Shipment In												
<a href="#">Home</a> <a href="#">Incoming Shipment</a> <a href="#">Outgoing Shipment</a>												
ID	Vehicle	Departure	Est. Arrival	Arrived	Payment Received	Driver	Recipient	Purchase Order	Address	City	State	Zip
I001	7	Feb. 21, 2022, 8 a.m.	Feb. 22, 2022, noon	False	True	1	Stark Industries	<a href="#">View</a>	456 Pine St	New York	NY	12346
I006	10	Feb. 26, 2022, 1 p.m.	Feb. 27, 2022, 10 p.m.	False	True	1	Widget Corp.	<a href="#">View</a>	456 Market St	Otherville	NY	67890

You can view the purchase order associated with each shipment by clicking the View button in the Purchase Order field.

ID: 16 Shipping and handling: 500.00						
Product	Product Name	Quantity	Price	Status	Edit	
93	Wireless FM Transmitter	7	24.99	Outland	<a href="#">Edit</a>	
28	Jet Propelled Pogo Stick	6	31.99	Backorder	<a href="#">Edit</a>	
79	Car Phone Mount	9	19.99	Unavailable	<a href="#">Edit</a>	
65	Screen Protector	8	9.99	Outland	<a href="#">Edit</a>	
90	Bluetooth Karaoke Machine	3	149.99	Backorder	<a href="#">Edit</a>	
22	Bird Seed Gum	2	13.99	Unavailable	<a href="#">Edit</a>	
59	Wireless Keyboard	5	49.99	Outland	<a href="#">Edit</a>	
75	VR Headset	10	299.99	Backorder	<a href="#">Edit</a>	
83	Smart Lock	4	149.99	Unavailable	<a href="#">Edit</a>	
51	Bluetooth Speaker	1	29.99	Outland	<a href="#">Edit</a>	
<a href="#">Add Item</a>						

Note that driver accounts may not add or edit items in the purchase order.

### 4.2 Outgoing Shipments

Click Outgoing Shipment on the navigation bar.

The outgoing shipments page will display.

Shipment Out

[Home](#) [Incoming Shipment](#) [Outgoing Shipment](#)

ID	Vehicle	Departure	Est. Arrival	Arrived	Payment Received	Driver	Recipient	Purchase Order	Manifest	Address	City	State	Zip
O0004	5	Feb. 20, 2023, 4 p.m.	Feb. 21, 2023, 6 p.m.	True	True	1	Initech, LLC	<a href="#">View</a>	<a href="#">View</a>	246 5th Ave	Metropolis	IL	24680
O0008	5	Feb. 16, 2023, midnight	Feb. 17, 2023, 2 a.m.	False	False	1	Spacely Space Sprockets	<a href="#">View</a>	<a href="#">View</a>	789 Orbit St	Space City	MS	24601

You can view the purchase order as described in the previous section.

You can also view the manifest associated with the shipment by clicking View in the Manifest field.

Manifest Detail					
<a href="#">Home</a> <a href="#">Incoming Shipment</a> <a href="#">Outgoing Shipment</a>					
Manifest ID: 4 Shipping and handling: 500.00					
Product ID	Quantity	Product Name	Price	Total	
9	7	Spring Loaded Shoes	29.99	209.93	
27	11	Giant Catapult	99.99	1099.99	
38	16	Acme Co. Pencil	10.99	175.84	
47	9	Electric Toothbrush	25.99	233.91	
60	3	Heldt Cable	29.99	89.97	
79	8	Car Phone Mount	19.99	159.92	
90	12	Bluetooth Karaoke Machine	149.99	1799.88	

## 5 Shipping Manager Functions

Shipping managers can create, view, and edit all incoming and outgoing shipments.

### 5.1 Create New Shipment

Click Incoming Shipment or Outgoing Shipment on the navigation bar.

This will bring up the corresponding shipment page.

Incoming Shipments													
<a href="#">Home</a> <a href="#">Incoming Shipment</a> <a href="#">Outgoing Shipment</a>													
<a href="#">Monthly Shipping Reports</a>													
ID	Vehicle	Departure	Est. Arrival	Arrived	Payment Received	Driver	Recipient	Purchase Order	Address	City	State	Zip	Edit
0001	7	Feb. 21, 2022, 8 a.m.	Feb. 22, 2022, noon	False	True	1	Stark Industries	<a href="#">View</a>	456 Pine St.	New York	NY	12345	<a href="#">Edit</a>
0002	11	Feb. 22, 2022, 9 a.m.	Feb. 23, 2022, 2 p.m.	False	True	5	Spacely Space Sprockets	<a href="#">View</a>	789 Orbit St.	Space City	MS	24601	<a href="#">Edit</a>
0003	19	Feb. 23, 2022, 10 a.m.	Feb. 24, 2022, 4 p.m.	False	True	9	Intech, LLC	<a href="#">View</a>	240 5th Ave.	Metropolis	IL	24690	<a href="#">Edit</a>
0004	5	Feb. 24, 2022, 11 a.m.	Feb. 25, 2022, 6 p.m.	False	True	13	Acme Inc.	<a href="#">View</a>	123 Main St.	Anytown	CA	12345	<a href="#">Edit</a>
0005	14	Feb. 25, 2022, noon	Feb. 26, 2022, 8 p.m.	False	True	17	Wayland-Yutani Corporation	<a href="#">View</a>	456 Nodumbo St.	LV-406	TX	12346	<a href="#">Edit</a>
0006	10	Feb. 26, 2022, 1 p.m.	Feb. 27, 2022, 10 p.m.	False	True	1	Widget Corp.	<a href="#">View</a>	456 Market St.	Otherville	NY	67890	<a href="#">Edit</a>
0007	6	Feb. 27, 2022, 2 p.m.	Feb. 28, 2022, noon	False	True	5	Occorp Industries	<a href="#">View</a>	1352 Main St.	New York	NY	78965	<a href="#">Edit</a>
0008	8	Feb. 28, 2022, 3 p.m.	March 1, 2022, 2 p.m.	False	True	9	Gekko & Co.	<a href="#">View</a>	789 Wall St.	New York	NY	12345	<a href="#">Edit</a>
0009	18	March 1, 2022, 4 p.m.	March 2, 2022, 4 p.m.	False	True	13	Utopia Planitia Fleet Yards	<a href="#">View</a>	789 Enterprise Ave.	Mars	RS	12345	<a href="#">Edit</a>
0010	16	March 2, 2022, 5 p.m.	March 3, 2022, 6 p.m.	False	True	17	Cybertyne Systems	<a href="#">View</a>	240 Skynet St.	Terminatorville	CA	67890	<a href="#">Edit</a>
<a href="#">Add Incoming Shipment</a>													

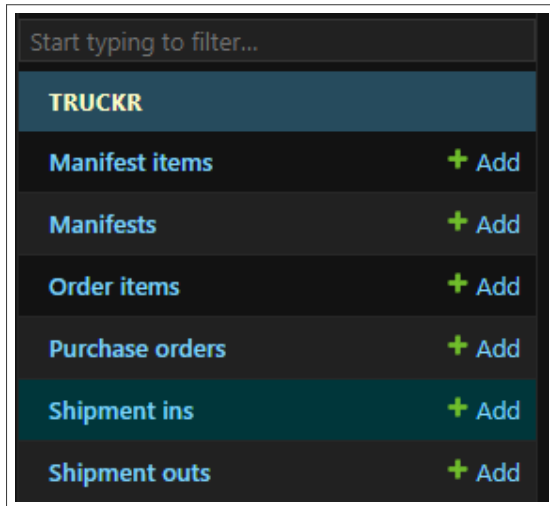
At the bottom of the screen, click the Add Incoming Shipment or Add Outgoing Shipment button.

This will bring up the appropriate form to create a new shipment.

Trucker Administration		WELCOME, BUCKLEUP! <a href="#">VIEW STATS</a> <a href="#">CONTACT SUPPORT</a> <a href="#">LOG OUT</a>						
<a href="#">Home</a> <a href="#">Trucker</a> <a href="#">Shipment In</a> <a href="#">Add shipment in</a>								
Start typing to filter...								
<a href="#">Worklist</a>	Add shipment in							
<a href="#">Manifests</a>	ShipmentID: <input type="text"/>							
<a href="#">Manifests</a>	VehicleID: <input type="text"/>							
<a href="#">Order items</a>	Departure: Date: <input type="text"/> Today <input type="button" value="📅"/>							
<a href="#">Purchase orders</a>	Time: <input type="text"/> Now <input type="button" value="🕒"/>							
<a href="#">Shipment in</a>	Estimate: Date: <input type="text"/> Today <input type="button" value="📅"/>							
<a href="#">Shipment out</a>	Time: <input type="text"/> Now <input type="button" value="🕒"/>							
Note: You are 1 hour behind actual time.								
<input checked="" type="checkbox"/> Arrived								
<input checked="" type="checkbox"/> Payment								
Driver: <input type="text"/>								
PurchaseOrder: <input type="text"/>								
ClientName: <input type="text"/>								
Street: <input type="text"/>								
City: <input type="text"/>								
State: <input type="text"/>								
Zipcode: <input type="text"/>								

Complete the form and click Save at the bottom of the screen.

Note: if you need to create a new purchase order for your shipment, you can click Add next to Purchase orders on the left side of the screen.



## 5.2 Edit Shipment

Click Incoming Shipment or Outgoing Shipment on the navigation bar.

This will bring up the corresponding shipment page.

**Incoming Shipments**

[Home](#) [Incoming Shipment](#) [Outgoing Shipment](#)

**Monthly Shipping Reports**

ID	Vehicle	Departure	Est. Arrival	Arrived	Payment Received	Driver	Recipient	Purchase Order	Address	City	State	Zip	Edit
001	7	Feb. 21, 2022, 8 a.m.	Feb. 22, 2022, noon	False	True	1	Stark Industries	<a href="#">View</a>	456 Pine St	New York	NY	12345	<a href="#">Edit</a>
002	11	Feb. 22, 2022, 9 a.m.	Feb. 23, 2022, 2 p.m.	False	True	5	Spacely Space Sprockets	<a href="#">View</a>	789 Orbit St	Space City	MS	24601	<a href="#">Edit</a>
003	19	Feb. 23, 2022, 10 a.m.	Feb. 24, 2022, 4 p.m.	False	True	9	Indusht, LLC	<a href="#">View</a>	246 5th Ave	Metropolis	IL	24600	<a href="#">Edit</a>
004	5	Feb. 24, 2022, 11 a.m.	Feb. 25, 2022, 8 p.m.	False	True	13	Acme Inc.	<a href="#">View</a>	123 Main St	Anytown	CA	12345	<a href="#">Edit</a>
005	14	Feb. 25, 2022, noon	Feb. 26, 2022, 8 p.m.	False	True	17	Weyland-Yutani Corporation	<a href="#">View</a>	456 Nostromo St	LV-426	TX	12345	<a href="#">Edit</a>
006	10	Feb. 26, 2022, 1 p.m.	Feb. 27, 2022, 10 p.m.	False	True	1	Widget Corp.	<a href="#">View</a>	456 Market St	Otherville	NY	67890	<a href="#">Edit</a>
007	6	Feb. 27, 2022, 2 p.m.	Feb. 28, 2022, noon	False	True	5	Oscorp Industries	<a href="#">View</a>	1302 Main St	New York	NY	78960	<a href="#">Edit</a>
008	8	Feb. 28, 2022, 3 p.m.	March 1, 2022, 2 p.m.	False	True	9	Gekko & Co.	<a href="#">View</a>	789 Wall St	New York	NY	12345	<a href="#">Edit</a>
009	18	March 1, 2022, 4 p.m.	March 2, 2022, 4 p.m.	False	True	13	Utopia Planitia Fleet Yards	<a href="#">View</a>	789 Enterprise Ave	Mars	RS	12345	<a href="#">Edit</a>
010	16	March 2, 2022, 5 p.m.	March 3, 2022, 5 p.m.	False	True	17	Cyberdyne Systems	<a href="#">View</a>	246 Skynet St	Terminatorville	CA	67890	<a href="#">Edit</a>

[Add Incoming Shipment](#)

Locate the shipment you wish to edit, and click the corresponding Edit button in the Edit field.

This will bring up a form to edit the shipment.

Change shipment in

shipmentIn object (1001)

ShiplD:

VehID:

Departure: Date: 2022-02-21 [Today](#) | [Calendar](#)  
 Time: 08:00:00 [Now](#) | [Clock](#)  
 Note: You are 5 hours behind server time.

EstArrival: Date: 2022-02-22 [Today](#) | [Calendar](#)  
 Time: 12:00:00 [Now](#) | [Clock](#)  
 Note: You are 5 hours behind server time.

☐ Arrived

☒ Payment

Driver:

PurchaseOrder:

ClientName:

Street:

City:

State:

After you have made your changes, click Save at the bottom of the page.

## 5.3 Shipping Reports

Click Incoming Shipment or Outgoing Shipment on the navigation bar.

This will bring up the corresponding shipment page.

Incoming Shipments

[Home](#) [Incoming Shipment](#) [Outgoing Shipment](#)

[Monthly Shipping Reports](#)

ID	Vehicle	Departure	Est. Arrival	Arrived	Payment Received	Driver	Recipient	Purchase Order	Address	City	State	Zip	Edit
1001	7	Feb. 21, 2022, 8 a.m.	Feb. 22, 2022, noon	False	True	1	Stark Industries	<a href="#">View</a>	456 Pine St	New York	NY	12345	<a href="#">Edit</a>
1002	11	Feb. 22, 2022, 9 a.m.	Feb. 23, 2022, 2 p.m.	False	True	5	Spacely Space Sprockets	<a href="#">View</a>	789 Orbital St	Space City	MS	24601	<a href="#">Edit</a>
1003	18	Feb. 23, 2022, 10 a.m.	Feb. 24, 2022, 4 p.m.	False	True	9	Indtech, LLC	<a href="#">View</a>	246 5th Ave	Metropolis	IL	24600	<a href="#">Edit</a>
1004	5	Feb. 24, 2022, 11 a.m.	Feb. 25, 2022, 8 p.m.	False	True	13	Acme Inc.	<a href="#">View</a>	123 Main St	Anytown	CA	12345	<a href="#">Edit</a>
1005	14	Feb. 25, 2022, noon	Feb. 26, 2022, 8 p.m.	False	True	17	Wayland-Yutani Corporation	<a href="#">View</a>	456 Nordstrom St	LV-426	TX	12345	<a href="#">Edit</a>
1006	10	Feb. 26, 2022, 1 p.m.	Feb. 27, 2022, 10 p.m.	False	True	1	Widget Corp.	<a href="#">View</a>	456 Market St	Otherville	NY	67890	<a href="#">Edit</a>
1007	6	Feb. 27, 2022, 2 p.m.	Feb. 28, 2022, noon	False	True	5	Oscorp Industries	<a href="#">View</a>	1352 Main St	New York	NY	78965	<a href="#">Edit</a>
1008	8	Feb. 28, 2022, 3 p.m.	March 1, 2022, 2 p.m.	False	True	9	Gekko & Co.	<a href="#">View</a>	789 Wall St	New York	NY	12345	<a href="#">Edit</a>
1009	18	March 1, 2022, 4 p.m.	March 2, 2022, 4 p.m.	False	True	13	Utopia Planitia Fleet Yards	<a href="#">View</a>	789 Enterprise Ave	Mars	RS	12345	<a href="#">Edit</a>
1010	16	March 2, 2022, 5 p.m.	March 3, 2022, 5 p.m.	False	True	17	Dytentime Systems	<a href="#">View</a>	246 Skyline St	Terminatorville	CA	67890	<a href="#">Edit</a>

[Add Incoming Shipment](#)

Click the Monthly Shipping Reports button. This will bring up a listing of reports up to the current month.

Shipment Report

[Home](#) [Incoming Shipment](#) [Outgoing Shipment](#)

Year	Month	Select
2023	04	<a href="#">Select Report</a>
2023	03	<a href="#">Select Report</a>
2023	02	<a href="#">Select Report</a>
2023	01	<a href="#">Select Report</a>
2022	12	<a href="#">Select Report</a>
2022	11	<a href="#">Select Report</a>

Click Select Report to view the report.

Shipment Report									
<a href="#">Home</a> <a href="#">Incoming Shipment</a> <a href="#">Outgoing Shipment</a>									
No incoming shipments for selected month									
Outgoing Shipments									
ID	Year	Month	Day	Arrived	Payment	Client	Shipping and Handling	Cost of Products	
00001	2023	02	23	True	True	Acme Inc.	\$500	\$1003.83	
00002	2023	02	22	True	True	Widget Corp.	\$500	\$2277.82	
00003	2023	02	21	True	True	Gadget Corporation	\$500	\$603.8399999999999	
00004	2023	02	20	True	True	Widget, LLC	\$500	\$642.8399999999999	
00005	2023	02	19	True	True	Umbrella Corporation	\$500	\$503.75	
00006	2023	02	18	False	False	Stark Industries	\$500	\$328.78999999999996	
00007	2023	02	17	False	False	OsCorp Industries	\$500	\$805.8	
00008	2023	02	16	False	False	Spacely Space Sprockets	\$500	\$679.81	
00009	2023	02	15	False	False	Gogpley Cogs	\$500	\$880.77	
00010	2023	02	14	False	False	Munroch Solutions	\$500	\$1004.79	

Note: The demonstrations data contains shipments dated 2023/02, 2022/02, and 2022/03. All other reports will be empty.

## 6 Maintenance Functions

Maintenance accounts can view, edit, and create all vehicle and maintenance records.

### 6.1 Add a Vehicle

On the navigation bar, click Vehicles to bring up a list of vehicles.

From the list of vehicles, click the Add Vehicle button at the bottom of the page to bring up the Add vehicle form.

Add vehicle

VehID:

Make:

Model:

Year:

VehType:

LoadCapacity:

Height:

PartsList:

SAVE

Save and add another

Save and continue editing

If the vehicle requires a new parts list, click Add next to Parts lists on the menu on the left side of the page.

Start typing to filter...

TRUCKR

Maintenances

+ Add

Parts

+ Add

Parts lists

+ Add

Vehicles

+ Add



## 6.2 View Vehicle Information

Click Vehicles in the navigation bar to bring up a list of vehicles.

Vehicles							
Home Vehicles Maintenance							
ID	Make	Model	Year	Vehicle Type	Load Capacity	Height	Details
1	Peterbilt	379	2020	Semi-Truck	80000	150	<a href="#">Details</a>
2	Kenworth	T680	2021	Semi-Truck	80000	157	<a href="#">Details</a>
3	Volvo	VNL 760	2021	Semi-Truck	80000	155	<a href="#">Details</a>
4	Freightliner	Cascadia	2020	Semi-Truck	80000	160	<a href="#">Details</a>
5	Mack	Autheon	2021	Semi-Truck	80000	169	<a href="#">Details</a>
6	International	L7625	2020	Semi-Truck	80000	158	<a href="#">Details</a>
7	Western Star	5700XE	2020	Semi-Truck	80000	162	<a href="#">Details</a>
8	Ford	F-450	2022	Truck-Truck	12000	70	<a href="#">Details</a>

Click the Details button in the Details field to view more information about the vehicle

Type: Semi-Truck  
Vehicle ID: 2  
Description: 2021 - Kenworth - T680

Parts List

ID	Source	Cost	On Hand	Part Name	Edit
7	on hand	266	5	Fuel pump	<a href="#">Edit</a>
8	on hand	123	25	Tire	<a href="#">Edit</a>
9	on hand	445	30	Battery	<a href="#">Edit</a>
10	on hand	39	5	Catalytic converter	<a href="#">Edit</a>
11	on hand	416	12	Power steering pump	<a href="#">Edit</a>
<a href="#">Add Part</a>					

Maintenance Services

[Vehicle Maintenance Report](#)

ID	Description	Completed	Detail
2	Replaced tires	Jan. 10, 2022, 2:30 p.m.	<a href="#">Details</a>

## 6.3 Vehicle Report

From the vehicle detail page, click the Vehicle Maintenance Report button to bring up the vehicle's report.

Vehicle Maintenance Report				
Type: Semi-Truck				
Vehicle ID: 1				
Description: 2020-Peterbilt 379				
Services				
Vehicle	Description	Completed	Total Cost	
1	Replaced oil filter	Jan. 15, 2022, 10 a.m.	\$1321	

## 6.4 Add Maintenance Service

On the navigation bar, click Maintenance to bring up a list of all services.

Maintenance				
<a href="#">Home</a> <a href="#">Vehicles</a> <a href="#">Maintenance</a>				
Monthly Maintenance Reports				
ID	Vehicle	Description	Completed	Parts List
1	1	Replaced oil filter	Jan 15, 2022, 10 a.m.	<a href="#">Details</a>
2	2	Rotated tires	Jan 10, 2022, 2:30 p.m.	<a href="#">Details</a>
3	3	Replaced brake pads	Feb. 8, 2022, 9:15 a.m.	<a href="#">Details</a>
4	4	Replaced transmission fluid	Feb. 7, 2022, 1:45 p.m.	<a href="#">Details</a>
5	5	Replaced air filter	Feb. 11, 2022, 11 a.m.	<a href="#">Details</a>
6	6	Replaced spark plugs	March 9, 2022, 3:30 p.m.	<a href="#">Details</a>
7	7	Replaced windshield wipers	March 12, 2022, noon	<a href="#">Details</a>

Click the Add Service button at the bottom of the page to bring up the Add maintenance form.

## Add maintenance

MaintID:

VehID:

Description:

Completed:

Date:

Today |

Time:

Now |

Note: You are 5 hours behind server time.

PartsList:

SAVE

Save and add another

Save and continue editing

Complete the form, and click Save at the bottom of the screen.

If the vehicle requires a new parts list, click Add next to Parts lists on the menu on the left side of the page.

Start typing to filter...

TRUCKR

Maintenances

+ Add

Parts

+ Add

Parts lists

+ Add

Vehicles

+ Add

You can also access this form from the vehicle details page.

## 6.5 Maintenance Report

On the navigation bar, click Maintenance to bring up a list of all services.

Click the Monthly Maintenance Reports button to bring up a list of monthly maintenance reports.

Maintenance Report			
<a href="#">Home</a> <a href="#">Vehicles</a> <a href="#">Maintenance</a>			
Year	Month	Select	
2022	05	Select Report	
2022	04	Select Report	
2022	03	Select Report	
2022	02	Select Report	
2022	01	Select Report	

Click the Select Report button in the Select field o the table to view the maintenance report for that month.

Maintenance Report						
<a href="#">Home</a> <a href="#">Vehicles</a> <a href="#">Maintenance</a>						
ID	Vehicle	Description	Completed	Total Cost		
3	3	Replaced brake pads	Feb. 8, 2022, 9:15 a.m.	1047		
4	4	Replaced suspension rod	Feb. 7, 2022, 1:48 p.m.	1024		
5	5	Replaced air filter	Feb. 11, 2022, 11 a.m.	1387		

## 7 Full Account Functions

The full account can create, view, and edit all shipping, vehicle, maintenance, employee, and account data.

For shipping data, see the **Shipping Manager** section of this document.

For vehicle and maintenance data, see the **Maintenance** section of this document.

### 7.1 Add New Employee

On the navigation bar, click Employees to bring up a list of all employees.

Employees												
<a href="#">Home</a> <a href="#">Employees</a> <a href="#">Purchase Orders</a> <a href="#">Incoming Shipment</a> <a href="#">Outgoing Shipment</a> <a href="#">Vehicles</a> <a href="#">Maintenance</a>												
Payroll Reports												
ID	First Name	Middle Name	Last Name	username	Address	City	State	Zip	Home Phone	Cell Phone	Pay	Start Date
1	Ricky	J	Squirrel	squr	123 Main St	Frostbite Falls	MN	12345	555-1234	555-5670	2500.00	Jan 1, 2020, midnight
2	Bulweriskin	J	Moose	moosb	456 Maple Ave	Frostbite Falls	MN	67890	555-5678	555-9012	2500.00	Feb 1, 2020, midnight
3	Nutcrack		Falato	fsan	789 Oak St	Pottsylvania	PA	23456	555-9012	555-3456	2500.00	March 1, 2020, midnight
4	Bone		Backnow	badnb	321 Elm St	Pottsylvania	PA	34567	555-3456	555-7890	2500.00	April 1, 2020, midnight
5	Fearless		Leader	leadf	543 Pine St	Pottsylvania	PA	45678	555-7890	555-2345	2500.00	May 1, 2020, midnight
6	Dudley	F	Doright	dordf	676 Cedar St	Frostbite Falls	MN	56789	555-2345	555-6789	2500.00	June 1, 2020, midnight
7	Peabody		Sherman	shep	432 Oak Ave	Frostbite Falls	MN	67890	555-6789	555-1234	2500.00	July 1, 2020, midnight
8	Aesop		Crow	crowa	987 Maple St	Frostbite Falls	MN	12345	555-1234	555-5678	2500.00	Aug 1, 2020, midnight

Click the Add Employee button at the bottom of the page. This will bring up the Add employee form.

Add employee

FName:

MName:

LName:

Username:

Street:

City:

State:

ZipCode:

HomePhone:

CellPhone:

Pay:

Start Date: Date:  Today | Time:  Now |

Note: You are 5 hours behind server time.

EmployeeID:

Complete the form with employee data, then click Save at the bottom of the page.

Click Add next to Accounts on the left side of the screen to assign a roll to the employee.

Start typing to filter...

AUTHENTICATION AND AUTHORIZATION

Users

TRUCKER

Accounts

Employees

Maintenances

Manifest items

Add account

EmployeeID:

AccountType:

SAVE Save and add another Save and continue editing

Enter the employeeID, and account type (driver, maint, ship, or full), then click Save.

Skip the following steps for driver accounts:

Click Users on the left side of the screen to bring up the list of users.

Home - Authentication and Authorization - Users

Start typing to filter...

AUTHENTICATION AND AUTHORIZATION

Users

TRUCKER

Accounts

Employees

Maintenances

Manifest items

Select user to change

Search 3 results (3 total)

Actions: 0 of 3 selected

USERNAME	EMAIL ADDRESS	FIRST NAME	LAST NAME	STAFF STATUS
ferret		Inspector	Ferret	
ferret		Null	Ferret	
ferret		Fearless	Leader	

Click the username of the new employee to edit the account data.

☒ **Staff status**  
Designates whether the user can log into this admin site.

☐ **Superuser status**  
Designates that this user has all permissions without explicitly assigning them.

Groups:

Available groups

- full
- maint**
- ship

Chosen groups

Check the Staff Status checkbox.

In the group chooser, select full, maint, or ship from the Available groups field.

Click the right arrow to move the group to the Chosen groups field.

Click Save at the bottom of the page.

## 7.2 Payroll Reports

From the Employees page, click the Payroll Reports button to bring up a list of payroll reports.

**Payroll Report**

Home Employees Purchase Orders Incoming Shipment Outgoing Shipment Vehicles Maintenance

Year	Month	Select
2023	04	Select Report
2023	03	Select Report
2023	02	Select Report
2023	01	Select Report
2022	12	Select Report
2022	11	Select Report

Click the Select Report button in the Select field to bring up the payroll report for the corresponding month.

**Payroll Report**

Home Employees Purchase Orders Incoming Shipment Outgoing Shipment Vehicles Maintenance

Total Payroll: \$42500

Employees

Name	Employee ID	Account Type	Pay
Rocky J. Squared	1	driver	\$2500.00
Bullebucko J. Moose	2	maint	\$2500.00
Naltesha F. Falske	3	ship	\$2500.00
Boris Radanov	4	full	\$2500.00
F. eadlers Loader	5	driver	\$2500.00
Dudley F. Dought	6	maint	\$2500.00
Prudently Sherman	7	ship	\$2500.00
Ampah Crow	8	full	\$2500.00