



WEBSITE USER MANUAL

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I. About Blue Falcon

Blue Falcon is a package delivery company which has opened many branches throughout the Philippines. The company aims to make its services more accessible and convenient to customers by making orders easy to create with just a few clicks. This manual serves to guide all the customers and the members of the Blue Falcon family in exploring this online system.

II. Customer Manual

a. GETTING STARTED

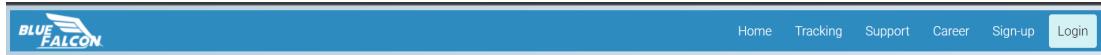
From the homepage, look for the Sign-up tab to create an account. Fill up the form with your personal information. These details will be used for your future deliveries, so input your current address and active contact information. You must also input a unique username and a secure password.



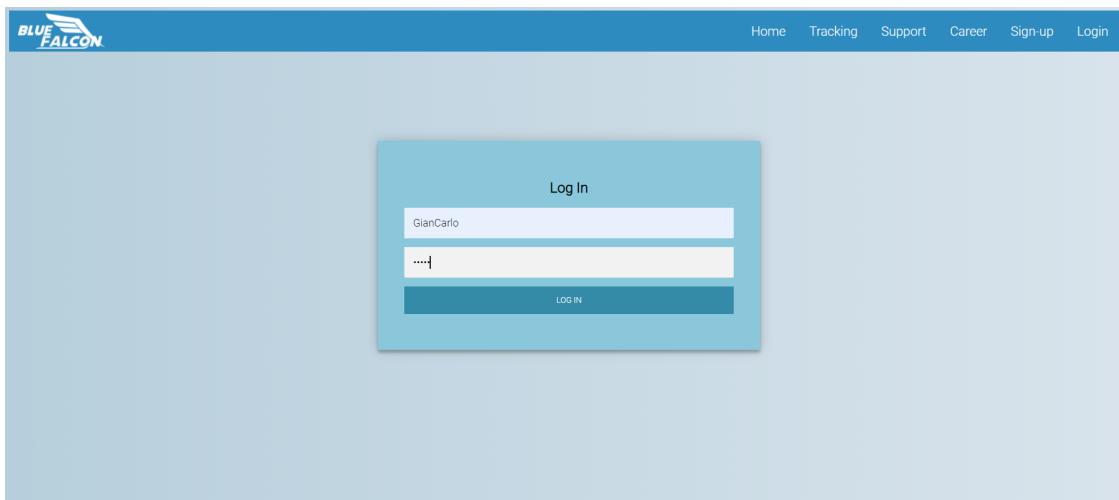
Failing to fill up all the fields and giving invalid information will result in an error message below the sign-up form. If the sign-up is successful, a message informing you that you have been signed up will be shown below the form instead.

A large, light blue rectangular placeholder box intended to represent the "Sign Up" form shown in the previous image. It is positioned in the center of the page below the text about failing to fill fields.

b. LOGGING IN



After signing up, proceed to the Login tab. Type the username and password you entered previously in the Sign-up form. Be reminded that it is case-sensitive, so you must type it exactly the same. If you don't enter a valid username or password, an error message shows up below the form. You are given five attempts to enter the correct information. If you exceed the given number of attempts, you are not allowed to try again for one minute. Once you have logged in, be reminded that you will be automatically logged out after being inactive for 20 minutes for security purposes.



c. HOME

When clicking the logo or the home tab in the header, you can view the home page which includes information about our company and why you should avail of our services.



Home Shipping Tracking Support Career Customer Profile Log out

Your Package is in our Safe Hands

" We deliver your parcel in safe and quick way
Because we care the gifts you give to others "



d. SHIPPING

To send a delivery, you can create an order in the Shipping tab. The information you entered in the Sign-up page will be generated automatically in the Sender's Information portion of the form. To edit this, click the "Edit Sender's Information." You will then be redirected to your profile page. After verifying that the sender's information is correct, enter the information of the person who will receive your package. Please ensure that the information you input is updated to the recipient's current contact details.

| LastName | FirstName | MiddleInitial | Address | ContactNum | Email | Username |
|----------|-----------|---------------|----------|------------|--------------------|-----------|
| Carlo | Gian | R | Sabuanan | 2147483647 | mrgamata@gmail.com | GianCarlo |

[EDIT SENDER'S INFORMATION](#)

Recipient's Information:

| | |
|-----------------|--|
| Last Name: | San Juan |
| First Name: | Jan Catherine |
| Middle Initial: | S |
| Address: | Lot5A Blk 2A Ph1, EagleCrest, Bakakeng |
| Contact Number: | 09066789840 |

You will now be asked to select your preferences for the package delivery. Take note that the options you select will affect the total payment amount for the package delivery. After selecting a payment method, choose the Blue Falcon branch nearest to you. You may also add additional instructions regarding your package or delivery. Click "Confirm" to submit the order.

Email: jssanjuan1@up.edu.ph

Package Information:

Base Price: PHP 120

Is the package fragile? PHP 30 if the package is Fragile

Package Size Small (PHP 0) - less than 10 kilograms
Medium (PHP 20) - 10-19 kilograms
Large (PHP 35) - 20-29 kilograms
Extra Large (PHP 45) - 30+ kilograms

Package Deal Regular (PHP 0) - 4-8 days
Express (PHP 50) - 1-2 days

Payment Method

Choose nearest branch

Additional Instructions:

CONFIRM

e. TRACKING

BLUE FALCON

Home Shipping Tracking Support Career Customer Profile Log out

Please input your Tracking number provided during check-out:

SEARCH

CREATE ORDER | **GO TO MAIN PAGE**

The Tracking page can be viewed by clicking the Tracking tab in the header. Everytime you create an order, you will also be redirected to the Tracking page with your order details. This is where you can regularly check the status of your package delivery. You can do this by typing your assigned tracking number in the text field and clicking the "Search!" button. If the tracking number exists, a table containing details regarding your order is shown. However, if it does not exist, a message indicating that your tracking number does not exist will show

up. After this, you are given the option if you want to go back to the homepage or if you want to track another package.

The screenshot shows a tracking page for a package. At the top, there's a navigation bar with the Blue Falcon logo and links for Home, Shipping, Tracking, Support, Career, Customer Profile, and Log out. Below the navigation is a section titled "Details of your package". This section contains a table with the following data:

| Info | |
|------------------|----------------------------|
| Tracking Number | 41 |
| Name of Rider | Unassigned |
| Name of Sender | Three, One Two N. |
| Name of Receiver | San Juan, Jan Catherine O. |
| ETA | 4-8 days |
| Date Ordered | 2021-12-13 |
| Tracker Status | Order Created |

At the bottom of this section are three buttons: CREATE ORDER, GO TO MAIN PAGE, and TRACK ANOTHER PACKAGE.

f. CAREER

The career page can be accessed by clicking the Career tab in the header. Here, you will be able to learn how to apply for a job online at Blue Falcon Package Delivery Company.

The screenshot shows the career page. At the top, there's a navigation bar with the Blue Falcon logo and links for Home, Shipping, Tracking, Career, Customer Profile, and Log out. The main content area has a heading "Join The Team" and a subtext: "We are looking forward in joining us in this journey. A tough but fulfilling one!". Below this, there's a call to action: "Send a resume and email at contact_ph@bluefalcon.co" and "We will contact on your application". To the right of the text is a cartoon illustration of four people (two men and two women) sitting around a table, discussing something. Above them is a lightbulb, symbolizing ideas or innovation.

g. CUSTOMER PROFILE

The Customer Profile page can be accessed by clicking the Customer Profile tab in the header or by clicking “Edit Sender’s Information” in the Shipping page. Here, you can view your personal details and order history. You can also track your package deliveries here.

The screenshot shows the Blue Falcon Customer Profile page. At the top, there's a navigation bar with links for Home, Shipping, Tracking, Career, Customer Profile, and Log out. The main content area has two sections: 'My Profile' and 'Order History'. The 'My Profile' section displays personal information: Username: GianCarlo, Name: Carlo, Gian R., Contact Number: 2147483647, Email: mrgamata@gmail.com, and Address: Sabuanan. Below this is an 'EDIT' button. The 'Order History' section has a header 'Tracker your orders here' and a table with columns: Tracking Number, Recipient, Address, Delivery, Date of Order, Order Total, and Order Status. One order is listed: Tracking Number 57, Recipient San Juan, Jan Catherine W., Address Lot5A Blk 2A Ph1, EagleCrest, Balakleng, Delivery Regular, Date of Order 2021-12-20, Order Total ₱185, and Order Status Order Created.

If you want to update your profile information, you can click the Edit button below your profile information. You are then redirected to the Edit profile page where you can edit your previous details. If you are done with editing, you must click “Confirm” to save your changes. If you leave a field empty or with invalid input, an error message is shown above. You can try again until you input the correct information. After successfully editing the profile, you are redirected to the Customer Profile page.

h. LOG OUT

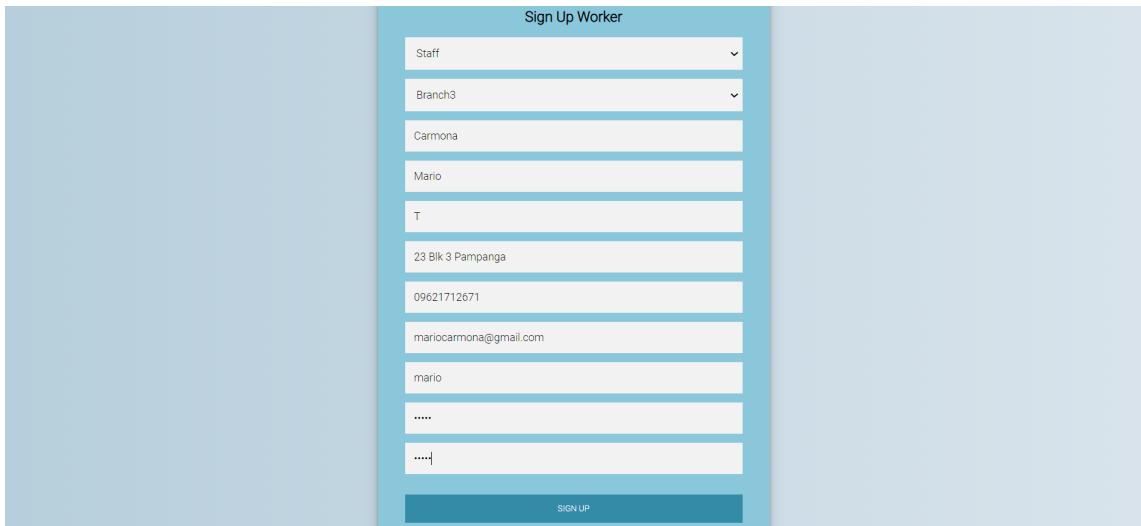


You can log out by clicking the “Log out” in the header. You will then be redirected to the homepage. You are also automatically logged out after being idle for 20 minutes. After logging out, you can no longer access certain pages like the Shipping and Customer Profile page until you log in as a customer again.

III. Staff Manual

a. GETTING STARTED

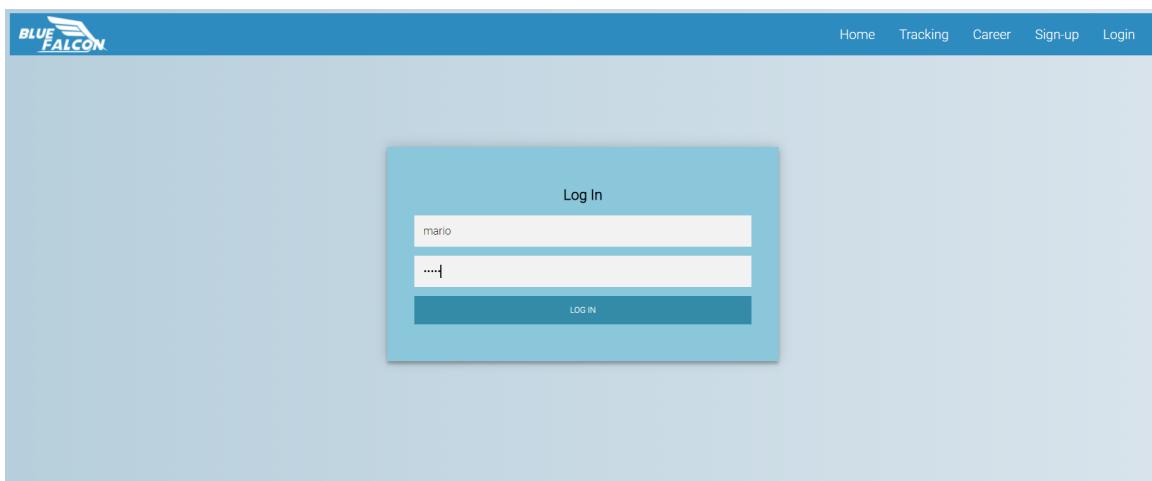
When you are newly hired, the manager makes a new account with the personal details you gave them. Your username and password will be given by your branch manager.



A screenshot of a 'Sign Up Worker' form. The form fields include dropdown menus for 'Staff' (selected 'Branch3') and 'Branch3' (selected 'Carmona'), and text input fields for 'Name' (selected 'Mario'), 'Address' (selected 'T'), 'Phone Number' (selected '23 Blk 3 Pampanga'), 'Email' (selected '09621712671'), 'Username' (selected 'mariocarmona@gmail.com'), 'Password' (selected 'mario'), and 'Confirm Password' (selected '.....'). A 'SIGN UP' button is at the bottom.

b. LOGGING IN

When you receive your username and password, proceed to the Login tab. Type the username and password given to you exactly. If you don't enter a valid username or password, an error message shows up below the form. You are given five attempts to enter the correct information. If you exceed the given number of attempts, you are not allowed to try again for one minute. Once you have logged in, be reminded that you will be automatically logged out after being inactive for 20 minutes for security purposes.



A screenshot of a 'Log In' form. It features a logo for 'BLUE FALCON' on the left and a navigation bar with links for 'Home', 'Tracking', 'Career', 'Sign-up', and 'Login'. The main form has two text input fields labeled 'username' and 'password', and a 'LOG IN' button at the bottom.

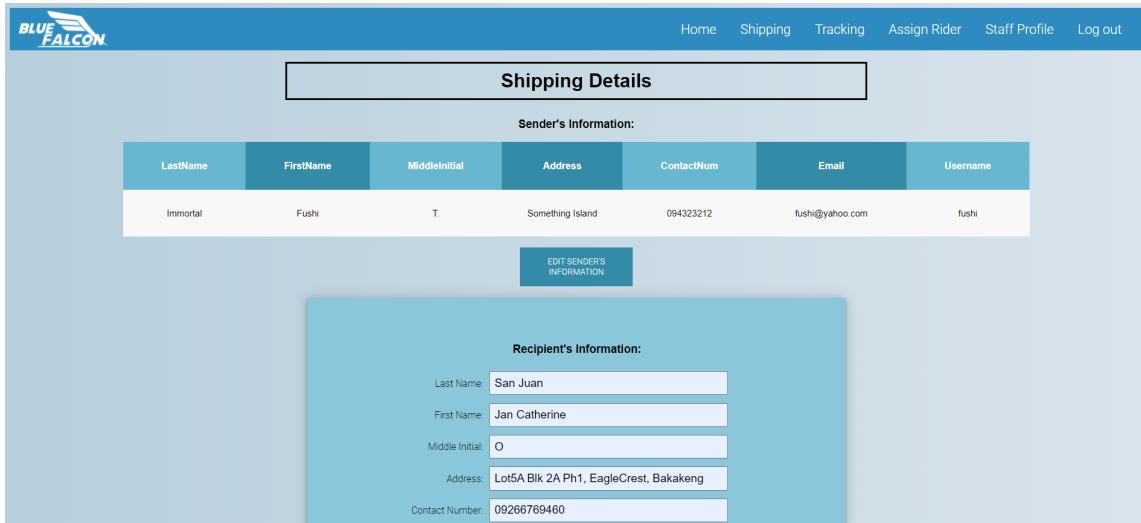
c. HOME

When clicking the logo or the home tab in the header, you can view the home page which includes information about our company and why one should avail of our services.



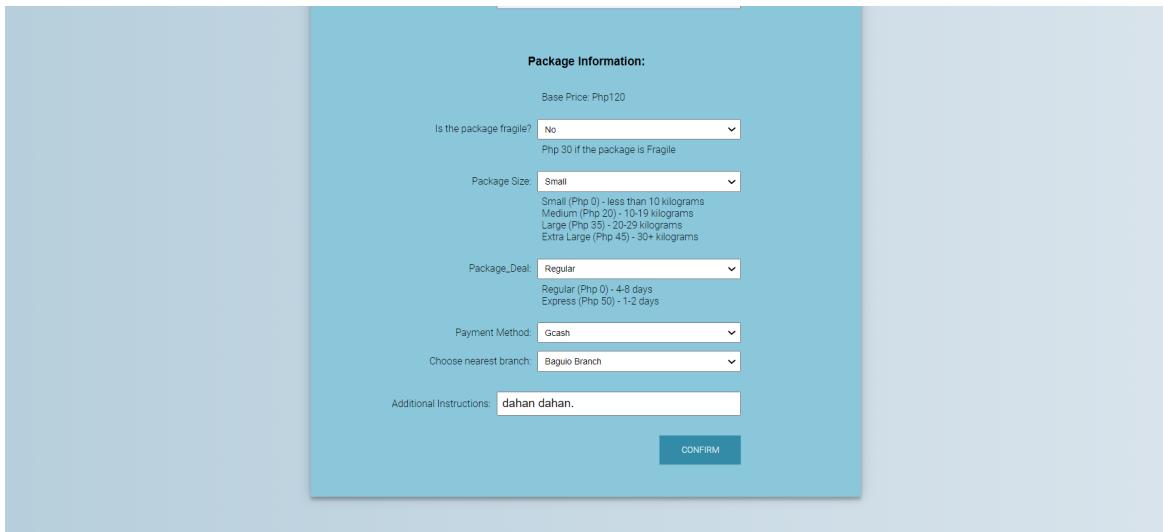
d. SHIPPING

Even as a staff member, you can create orders as a customer. To send a delivery, you can create an order in the Shipping tab. The information entered by your branch manager in the Sign-up page will be generated automatically in the Sender's Information portion of the form. To edit this, click the "Edit Sender's Information" button. You will then be redirected to your profile page. After verifying that the sender's information is correct, enter the information of the person who will receive your package. Please ensure that the information you input is updated to the recipient's current contact details.



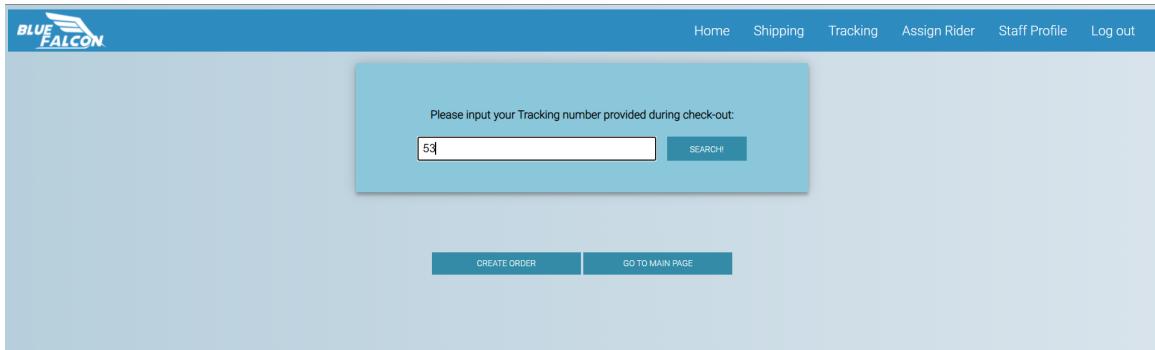
The screenshot shows the 'Shipping Details' section of the Blue Falcon website. At the top, there's a navigation bar with links for Home, Shipping, Tracking, Assign Rider, Staff Profile, and Log out. The title 'Shipping Details' is centered above a table for 'Sender's information'. The table has columns for LastName, FirstName, MiddleInitial, Address, ContactNum, Email, and Username. The data entered is: LastName - Immortal, FirstName - Fushi, MiddleInitial - T., Address - Something Island, ContactNum - 094323212, Email - fushi@yahoo.com, and Username - fushi. Below the table is a blue button labeled 'EDIT SENDER'S INFORMATION'. To the right, there's a section for 'Recipient's Information' with fields for Last Name (San Juan), First Name (Jan Catherine), Middle Initial (O), Address (Lot5A Blk 2A Ph1, EagleCrest, Bakakeng), and Contact Number (09266769460).

You will now be asked to select your preferences for the package delivery. Take note that the options you select will affect the total payment amount for the package delivery. After selecting a payment method, choose the Blue Falcon branch nearest to you. You may also add additional instructions regarding your package or delivery. Click "Confirm" to submit the order. Once you submit your order, your profile information will also be added to the customer records.



The screenshot shows the 'Package Information' section. It starts with a base price of PHP 120. There are dropdown menus for 'Is the package fragile?' (set to 'No'), 'Package Size' (set to 'Small'), 'Package Deal' (set to 'Regular'), and 'Payment Method' (set to 'Gcash'). A dropdown for 'Choose nearest branch' shows 'Baguio Branch'. An 'Additional Instructions' field contains the text 'dahan dahan.' At the bottom is a blue 'CONFIRM' button.

e. TRACKING



The Tracking page can be viewed by clicking the Tracking tab in the header. Everytime you create an order, you will also be redirected to the Tracking page with your order details. This is where you can regularly check the status of package deliveries. You can do this by typing tracking numbers in the text field and clicking the "Search!" button. If the tracking number exists, a table containing details regarding your order is shown. However, if it does not exist, a message indicating that your tracking number does not exist will show up. After this, you are given the option if you want to go back to the homepage or if you want to track another package.

| Details of your package | |
|-------------------------|----------------------------|
| Tracking Number | 53 |
| Name of Rider | Unassigned |
| Name of Sender | Gamata, Mark R. |
| Name of Receiver | San Juan, Jan Catherine T. |
| ETA | 4-8 days |
| Date Ordered | 2021-12-19 |
| Tracker Status | Order Created |

At the bottom of the table, there are three buttons: "CREATE ORDER", "GO TO MAIN PAGE", and "TRACK ANOTHER PACKAGE".

f. ASSIGNING RIDERS

Assign Rider

Branch Name: Branch3

| Tracking Number | Package ID | Rider | Sender | Recipient | ETA | Date Created | Order Status |
|-----------------|------------|-------------------------------|---------------------|--------------------------------|----------|--------------|---------------|
| 54 | 93 | San Juan, Jan Catherine S. | Immortal, Fushi T.. | San Juan, Jan Catherine Jo. | 1-2 days | 2021-12-20 | Shipped Out |
| 56 | 95 | San Juan, Jan Catherine S. | Immortal, Fushi T.. | San Juan, Jan Catherine F. | 4-8 days | 2021-12-20 | Order Created |
| 57 | 96 | Unassigned | Carlo, Gian R. | San Juan, Jan Catherine W. | 4-8 days | 2021-12-20 | Order Created |

93

Jan Catherine San Juan S

[SAVE CHANGES](#)

[CREATE ORDER](#) | [GO TO MAIN PAGE](#)

You can assign riders to orders in the Assign Riders tab. In this page, you can view all the orders in your branch and assign riders to each of these orders. Additionally, if you click “Create Order,” you will be redirected to the Shipping page. You can also go back to the homepage by clicking the “Go to Main Page” button. Below the table, there is a dropdown list for all the packages in your branch. Select from the list the package you want to assign a rider to. Next, select one from all the riders in your branch in the second dropdown list. When you are done, click “Save Changes.” After that, you will be shown the table again with the updated information. You can then proceed to another tab or assign riders again by clicking the “Edit Again” button.

BLUE FALCON

Home Shipping Tracking Assign Rider Staff Profile Log out

Assign Rider

Branch Name: Branch3

| Tracking Number | Package ID | Rider | Sender | Recipient | ETA | Date Created | Order Status |
|-----------------|------------|-------------------------------|---------------------|--------------------------------|----------|--------------|---------------|
| 54 | 93 | San Juan, Jan Catherine S. | Immortal, Fushi T.. | San Juan, Jan Catherine Jo. | 1-2 days | 2021-12-20 | Shipped Out |
| 56 | 95 | San Juan, Jan Catherine S. | Immortal, Fushi T.. | San Juan, Jan Catherine F. | 4-8 days | 2021-12-20 | Order Created |
| 57 | 96 | Unassigned | Carlo, Gian R. | San Juan, Jan Catherine W. | 4-8 days | 2021-12-20 | Order Created |

[EDIT AGAIN](#)

g. STAFF PROFILE

The Staff Profile page can be accessed by clicking the Staff Profile tab in the header or by clicking “Edit Sender’s Information” in the Shipping page. Here, you can view your personal details and order history. You can also track your package deliveries here.

The screenshot shows the 'My Profile' section with fields for Username (fushi), Name (Immortal, Fushi T.), Contact Number (094323212), Email (fushi@yahoo.com), and Address (Something Island). There is an 'EDIT' button below the profile information. The 'Order History' section displays two orders in a table:

| Tracking Number | Recipient | Address | Delivery | Date of Order | Order Total | Order Status |
|-----------------|-----------------------------|--|----------|---------------|-------------|---------------|
| 54 | San Juan, Jan Catherine Jo. | Lot5A Blk 2A Ph1, EagleCrest, Bakakeng | Express | 2021-12-20 | ₱220 | Shipped Out |
| 55 | SJ, Jan Catherine d | Lot5A Blk 2A Ph1, EagleCrest, Bakakeng | Express | 2021-12-20 | ₱170 | Order Created |

If you want to update your profile information, you can click the Edit button below your profile information. You are then redirected to the Edit profile page where you can edit your previous details. If you are done with editing, you must click “Confirm” to save your changes. If you leave a field empty or with invalid input, an error message is shown above. You can try again until you input the correct information. After successfully editing the profile, you are redirected to the Staff Profile page.

The screenshot shows a modal window titled "Edit Profile". Inside the modal, there are six input fields with the following values:

- Last Name: Immortal
- First Name: Fushi
- Middle Initial (exclude the period): T
- Contact Number: 094323212
- Email: fushi@yahoo.com
- Address: Something Island

A blue "CONFIRM" button is located at the bottom right of the modal.

h. LOG OUT

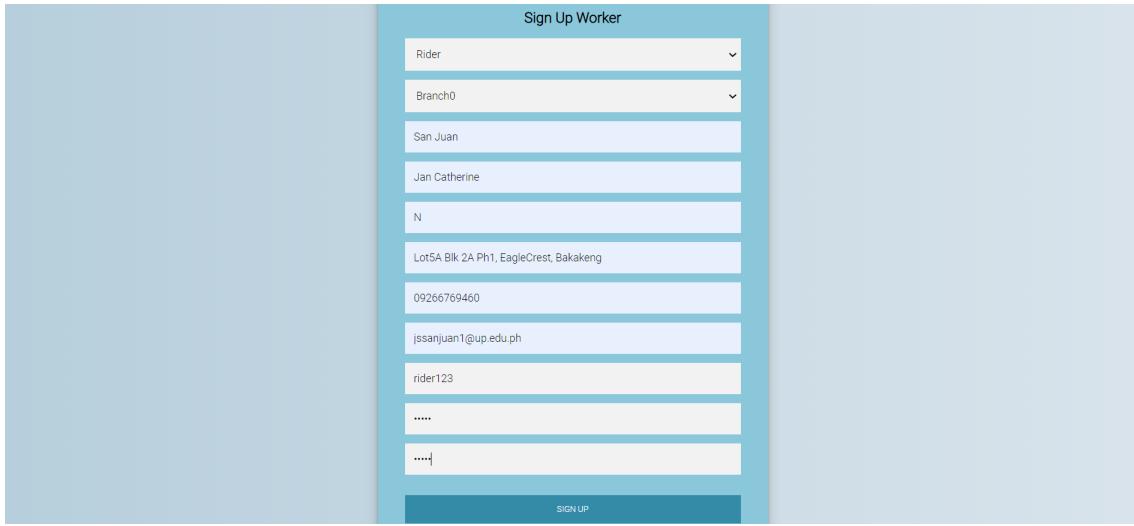
You can log out by clicking the “Log out” in the header. You will then be redirected to the homepage. You are also automatically logged out after being idle for 20 minutes. After logging out, you can no longer access certain pages like the Assign Riders and Staff Profile until you log in as a staff again.



IV. Rider Manual

a. GETTING STARTED

When you are newly hired, the manager makes a new account with the personal details you gave them. Your username and password will be given by your branch manager.



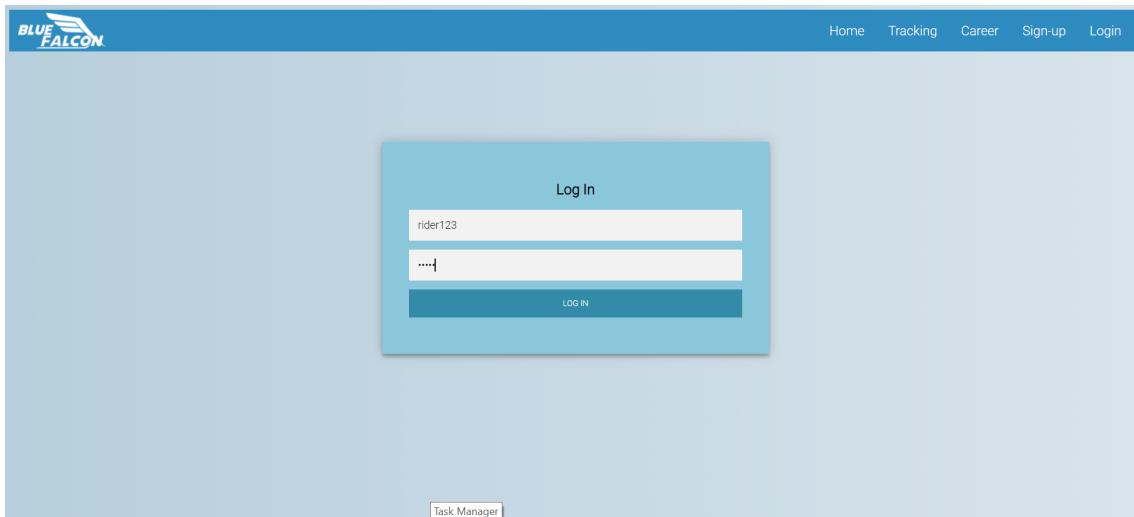
The image shows a 'Sign Up Worker' form. It consists of several input fields and dropdown menus. The fields include:

- A dropdown menu set to 'Rider'.
- A dropdown menu set to 'Branch0'.
- A dropdown menu set to 'San Juan'.
- A dropdown menu set to 'Jan Catherine'.
- A dropdown menu set to 'N'.
- A text field containing 'Lot5A Blk 2A Ph1, EagleCrest, Bakakeng'.
- A text field containing '09266769460'.
- A text field containing 'jissanjuan1@up.edu.ph'.
- A text field containing 'rider123'.
- A text field containing '....'.
- A text field containing '....|'.

A blue 'SIGN UP' button is located at the bottom right of the form area.

b. LOG IN

When you receive your username and password, proceed to the Login tab. Type the username and password given to you exactly. If you don't enter a valid username or password, an error message shows up below the form. You are given five attempts to enter the correct information. If you exceed the given number of attempts, you are not allowed to try again for one minute. Once you have logged in, be reminded that you will be automatically logged out after being inactive for 20 minutes for security purposes.



The image shows a 'Log In' form. It features two text input fields: one for the username ('rider123') and one for the password ('....'). Below these fields is a blue 'LOG IN' button. At the bottom of the page, there is a small link labeled 'Task Manager'.

c. HOME

When clicking the logo or the home tab in the header, you can view the home page which includes information about our company and why one should avail of our services.



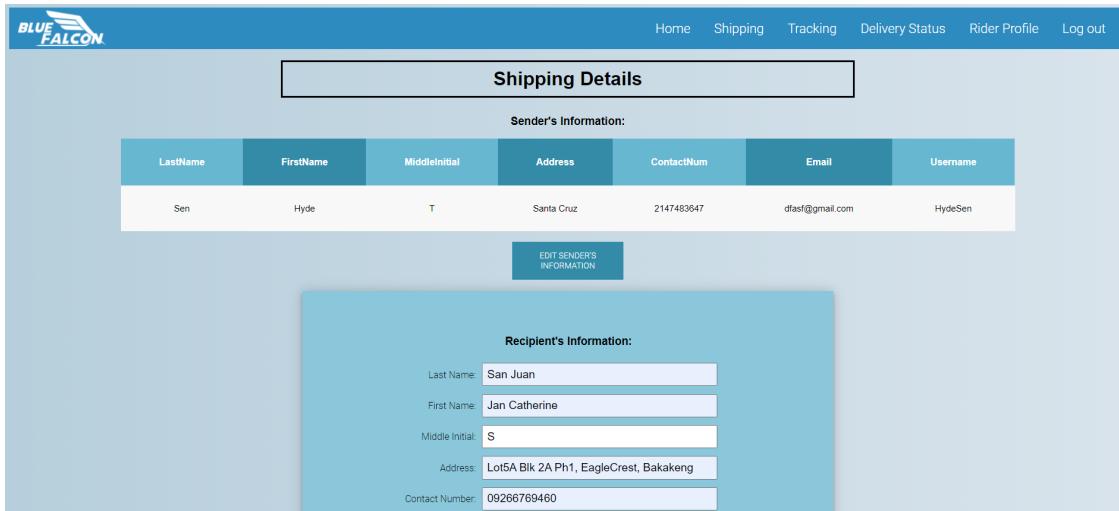
Your Package is in our Safe Hands

" We deliver your parcel in a safe and quick way
Because we care about the gifts you give to others "



d. SHIPPING

Even as a rider, you can create orders as a customer. To send a delivery, you can create an order in the Shipping tab. The information entered by your branch manager in the Sign-up page will be generated automatically in the Sender's Information portion of the form. To edit this, click the "Edit Sender's Information" button. You will then be redirected to your profile page. After verifying that the sender's information is correct, enter the information of the person who will receive your package. Please ensure that the information you input is updated to the recipient's current contact details.



The screenshot shows the "Shipping Details" section of the Blue Falcon website. At the top, there's a navigation bar with links for Home, Shipping, Tracking, Delivery Status, Rider Profile, and Log out. The main form has two main sections: "Sender's Information" and "Recipient's Information".

| LastName | FirstName | MiddleInitial | Address | ContactNum | Email | Username |
|----------|-----------|---------------|------------|------------|-----------------|----------|
| Sen | Hyde | T | Santa Cruz | 2147483647 | dfasf@gmail.com | HydeSen |

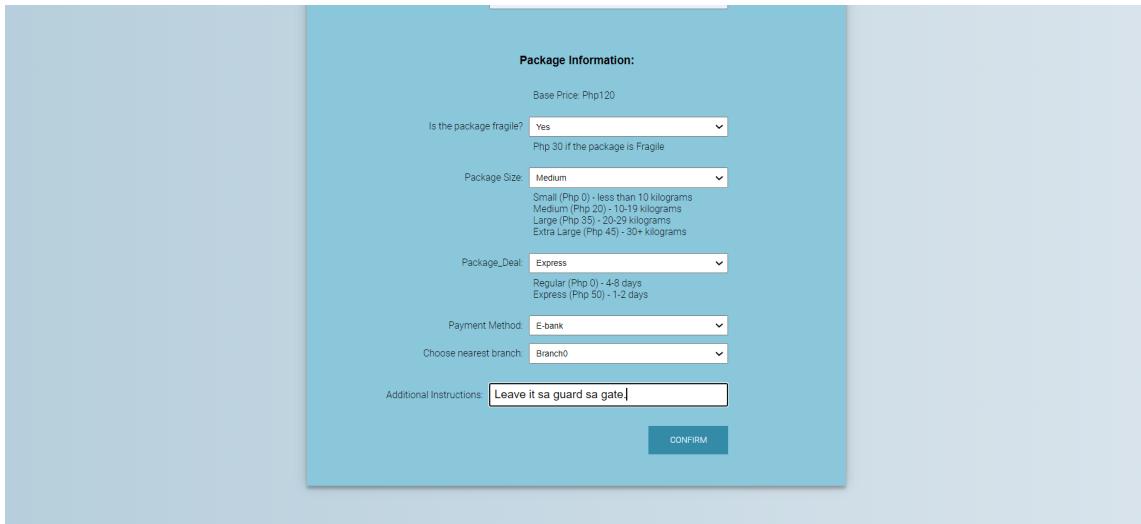
Sender's Information:

Recipient's Information:

| | |
|-----------------|--|
| Last Name: | San Juan |
| First Name: | Jan Catherine |
| Middle Initial: | S |
| Address: | Lot5A Blk 2A Ph1, EagleCrest, Bakakeng |
| Contact Number: | 09266769460 |

EDIT SENDER'S INFORMATION

You will now be asked to select your preferences for the package delivery. Take note that the options you select will affect the total payment amount for the package delivery. After selecting a payment method, choose the Blue Falcon branch nearest to you. You may also add additional instructions regarding your package or delivery. Click "Confirm" to submit the order. Once you submit your order, your profile information will also be added to the customer records.



The screenshot shows the "Package Information" section of the Blue Falcon website. It includes fields for package details, payment method, and branch selection, along with an additional instructions field and a confirmation button.

Package Information:

Base Price: Php120

Is the package fragile? Yes

Php 30 if the package is Fragile

Package Size: Medium

- Small (Php 0) - less than 10 kilograms
- Medium (Php 20) - 10-19 kilograms
- Large (Php 35) - 20-29 kilograms
- Extra Large (Php 45) - 30+ kilograms

Package Deal: Express

- Regular (Php 0) - 4-8 days
- Express (Php 50) - 1-2 days

Payment Method: E-bank

Choose nearest branch: Branch0

Additional Instructions: Leave it sa guard sa gate

CONFIRM

e. TRACKING

Please input your Tracking number provided during check-out:

The Tracking page can be viewed by clicking the Tracking tab in the header. Everytime you create an order, you will also be redirected to the Tracking page with your order details. This is where you can regularly check the status of package deliveries. You can do this by typing tracking numbers in the text field and clicking the "Search!" button. If the tracking number exists, a table containing details regarding your order is shown. However, if it does not exist, a message indicating that your tracking number does not exist will show up. After this, you are given the option if you want to go back to the homepage or if you want to track another package.

| Details of your package | |
|-------------------------|----------------------------|
| | Info |
| Tracking Number | 57 |
| Name of Rider | Unassigned |
| Name of Sender | Carlo, Gian R. |
| Name of Receiver | San Juan, Jan Catherine W. |
| ETA | 4-8 days |
| Date Ordered | 2021-12-20 |
| Tracker Status | Order Created |

f. DELIVERY STATUS

The screenshot shows the 'Delivery Status' page of the Blue Falcon application. At the top, there's a navigation bar with links for Home, Shipping, Tracking, Delivery Status, Rider Profile, and Log out. Below the navigation is a header box labeled 'Delivery Status'. Underneath is a sub-header 'Branch Name: Branch3'. A table displays two orders:

| Tracking Number | Package ID | Rider | Sender | Recipient | ETA | Date Created | Order Status |
|-----------------|------------|-------------------------------|---------------------|--------------------------------|----------|--------------|---------------|
| 54 | 93 | San Juan, Jan Catherine S. | Immortal, Fushi T.. | San Juan, Jan Catherine Jo. | 1-2 days | 2021-12-20 | Shipped Out |
| 56 | 95 | San Juan, Jan Catherine S. | Immortal, Fushi T.. | San Juan, Jan Catherine F. | 4-8 days | 2021-12-20 | Order Created |

Below the table are two dropdown menus: one with '95' and another with 'Shipped Out'. At the bottom are buttons for 'SAVE CHANGES', 'CREATE ORDER', and 'GO TO MAIN PAGE'.

You can update the delivery status of each order by clicking the Delivery Status tab in the header. In this page, you can view all the orders in your branch and update the deliveries assigned to you. Additionally, if you click "Create Order," you will be redirected to the Shipping page. You can also go back to the homepage by clicking the "Go to Main Page" button. Below the table, there is a dropdown list for all the packages in your branch. Select from the list the package you want to update. Next, select the status of the delivery in the second dropdown list. When you are done, click "Save Changes." After that, you will be shown the table again with the updated information. You can then proceed to another tab or update another delivery status by clicking the "Edit Again" button.

This screenshot shows the same 'Delivery Status' page as the previous one, but it focuses on Order 56. The table rows for both orders are identical to the first screenshot. However, the 'Order Status' column for Order 56 now contains a blue button labeled 'EDIT AGAIN' instead of the previous status. The rest of the interface remains the same, including the dropdown menus and bottom buttons.

g. RIDER PROFILE

The Rider Profile page can be accessed by clicking the Rider Profile tab in the header or by clicking "Edit Sender's Information" in the Shipping page. Here,

you can view your personal details and order history. You can also track your package deliveries here.

The screenshot shows the 'My Profile' section with the following details:

- Username:** HydeSen
- Name:** Sen, Hyde T.
- Contact Number:** 2147483647
- Email:** dfasf@gmail.com
- Address:** Santa Cruz

A blue 'EDIT' button is located below the profile information.

The 'Order History' section displays two orders:

| Tracking Number | Recipient | Address | Delivery | Date of Order | Order Total | Order Status |
|-----------------|----------------------------|--|----------|---------------|-------------|---------------|
| 58 | San Juan, Jan Catherine W. | Lot5A Blk 2A Ph1, EagleCrest, Bakakeng | Regular | 2021-12-20 | ₱150 | Order Created |
| 59 | San Juan, Jan Catherine | Lot5A Blk 2A Ph1 | Past Due | 2021-12-20 | ₱200 | Order Created |

If you want to update your profile information, you can click the Edit button below your profile information. You are then redirected to the Edit profile page where you can edit your previous details. If you are done with editing, you must click "Confirm" to save your changes. If you leave a field empty or with invalid input, an error message is shown above. You can try again until you input the correct information. After successfully editing the profile, you are redirected to the Rider Profile page.

The screenshot shows the 'Edit Profile' form with the following fields filled in:

- Last Name: **Sen**
- First Name: **Hyde**
- Middle Initial (exclude the period): **T**
- Contact Number: **2147483647**
- Email: **dfasf@gmail.com**
- Address: **Santa Cruz**

A blue 'CONFIRM' button is located at the bottom right of the form.

h. LOG OUT

You can log out by clicking the “Log out” in the header. You will then be redirected to the homepage. You are also automatically logged out after being idle for 20 minutes. After logging out, you can no longer access certain pages like the Delivery Status and Rider Profile until you log in as a rider again.



V. Manager Manual

a. GETTING STARTED

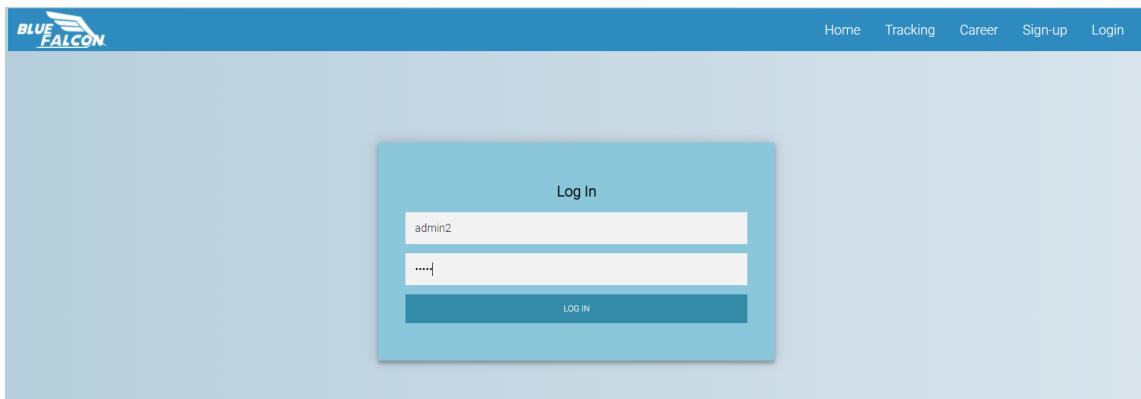
When you are newly hired, the Super Admin makes a new account with the personal details you gave them. Your username and password will also be given by them.

A screenshot of a 'Sign Up Admin' form. The form has several input fields: 'San Juan' (first name), 'Jan Catherine' (last name), 'S' (middle name), 'Lot5A Blk 2A Ph1, EagleCrest, Bakakeng' (address), '09266769460' (phone number), 'jsanjuan1@up.edu.ph' (email), 'Branch3' (branch), 'admin123' (username), and two masked password fields ('.....'). At the bottom is a teal 'SIGN UP' button.

b. LOGGING IN

When you receive your username and password, proceed to the Login tab. Type the username and password given to you exactly. If you don't enter a valid

username or password, an error message shows up below the form. You are given five attempts to enter the correct information. If you exceed the given number of attempts, you are not allowed to try again for one minute. Once you have logged in, be reminded that you will be automatically logged out after being inactive for 20 minutes for security purposes.



The screenshot shows the login interface for the Blue Falcon website. At the top, there's a navigation bar with the 'BLUE FALCON' logo on the left and links for 'Home', 'Tracking', 'Career', 'Sign-up', and 'Login' on the right. Below the navigation bar is a light blue rectangular box containing a 'Log In' form. The form has two input fields: the first is filled with 'admin2' and the second with a password. Below the fields is a dark blue 'LOG IN' button.

c. HOME

When clicking the logo or the home tab in the header, you can view the home page which includes information about our company and why one should avail of our services.



d. ADMIN

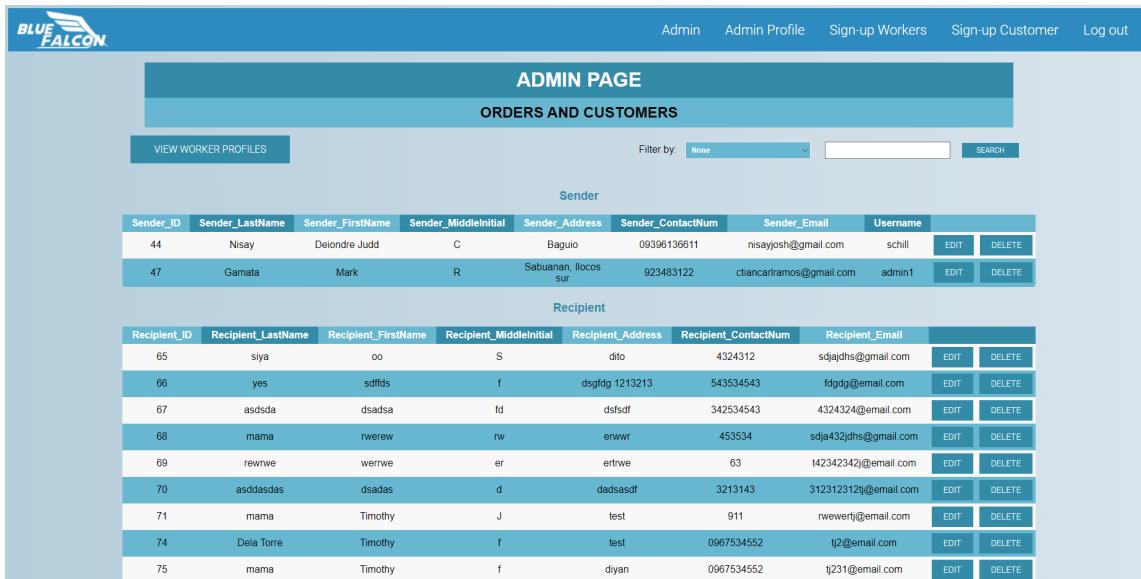
You can view, add, edit, and delete records in the admin page. You can access this by clicking the Admin tab in the header. Note that all of the information here is specific to your branch.



d.1. Viewing the Order and Customer Tables

Firstly, you will be shown the Sender table. This contains all the customers who have submitted an order in your branch. The Recipient table contains all the

recipients of the package deliveries in your branch. The Packages table contains the specific details regarding the package and order. The Tracker table connects all the previous tables and contains all the tracking information.



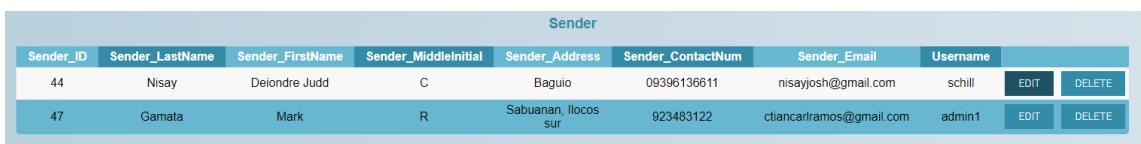
The screenshot shows the 'ADMIN PAGE' interface with the title 'ORDERS AND CUSTOMERS'. At the top, there is a 'VIEW WORKER PROFILES' button, a search bar with a 'Filter by' dropdown set to 'None', and a 'SEARCH' button. Below these are two tables:

| Sender | | | | | | | | |
|-----------|-----------------|------------------|----------------------|----------------------|-------------------|--------------------------|----------|---|
| Sender_ID | Sender_LastName | Sender_FirstName | Sender_MiddleInitial | Sender_Address | Sender_ContactNum | Sender_Email | Username | |
| 44 | Nisay | Deiondre Judd | C | Baguio | 09396136611 | nisayjosh@gmail.com | schill | EDIT DELETE |
| 47 | Gamata | Mark | R | Sabuanan, Ilocos sur | 923483122 | ctiancarlramos@gmail.com | admin1 | EDIT DELETE |

| Recipient | | | | | | | |
|--------------|--------------------|---------------------|-------------------------|-------------------|----------------------|----------------------|---|
| Recipient_ID | Recipient_LastName | Recipient_FirstName | Recipient_MiddleInitial | Recipient_Address | Recipient_ContactNum | Recipient_Email | |
| 65 | siya | oo | S | dto | 4324312 | sdajdhs@gmail.com | EDIT DELETE |
| 66 | yes | sdfds | f | dsgfdg 1213213 | 543534543 | fdgdg@gmail.com | EDIT DELETE |
| 67 | asdsda | dsadsa | fd | dfsdf | 342534543 | 4324324@email.com | EDIT DELETE |
| 68 | mama | rwerew | rw | enwrr | 453534 | sdja432jhs@gmail.com | EDIT DELETE |
| 69 | rewnwe | wernwe | er | erfnwe | 63 | 142342342j@email.com | EDIT DELETE |
| 70 | asddasdas | dsadas | d | dadasasd | 3213143 | 312312312j@email.com | EDIT DELETE |
| 71 | mama | Timothy | J | test | 911 | nviewertj@email.com | EDIT DELETE |
| 74 | Dela Torre | Timothy | f | test | 0967534552 | tj2@email.com | EDIT DELETE |
| 75 | mama | Timothy | f | diyan | 0967534552 | tj231@email.com | EDIT DELETE |

d.2. Editing Rows in the Order and Customer Tables

Each row in each table has a corresponding Edit button in the second to the right column. If you click the edit button in the Sender table, you are redirected to an Edit Profile page where you can edit that specific sender's information. If you click the edit button in one of the rows in the Recipient, Packages, or Tracker table, you are redirected to an Edit Order page. The associated sender, recipient, packages, and tracker information automatically fill up the form in this page.



The screenshot shows the 'Sender' table from the previous section. It contains two rows of data:

| Sender_ID | Sender_LastName | Sender_FirstName | Sender_MiddleInitial | Sender_Address | Sender_ContactNum | Sender_Email | Username | |
|-----------|-----------------|------------------|----------------------|----------------------|-------------------|--------------------------|----------|---|
| 44 | Nisay | Deiondre Judd | C | Baguio | 09396136611 | nisayjosh@gmail.com | schill | EDIT DELETE |
| 47 | Gamata | Mark | R | Sabuanan, Ilocos sur | 923483122 | ctiancarlramos@gmail.com | admin1 | EDIT DELETE |

You can still edit the sender's information by clicking the "Edit Sender's information" button. This will redirect you to an Edit Profile page.



Admin Admin Profile Sign-up Workers Sign-up Customer Log out

Edit Profile

| | |
|--------------------------------------|---------------------|
| Last Name: | Nisay |
| First Name: | Deiondre Judd |
| Middle Initial (exclude the period): | C |
| Contact Number: | 09396136611 |
| Email: | nisayjosh@gmail.com |
| Address: | Baguio |

CONFIRM

If the sender's information is already correct, you can continue to edit the recipient and package information.



Admin Admin Profile Sign-up Workers Sign-up Customer Log out

Edit Shipping Details

Sender's Information:

| LastName | FirstName | MiddleInitial | Address | ContactNum | Email | Username |
|----------|---------------|---------------|---------|-------------|---------------------|----------|
| Nisay | Deiondre Judd | C | Baguio | 09396136611 | nisayjosh@gmail.com | schill |

EDIT SENDER'S INFORMATION

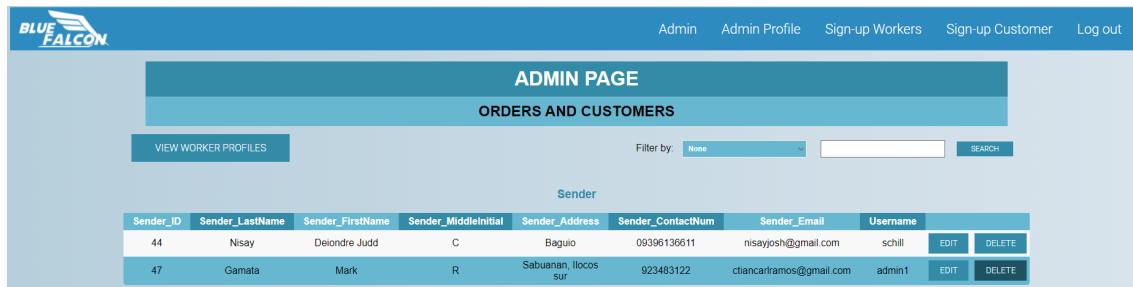
Recipient's Information:

| | |
|-----------------|----------------------|
| Last Name: | mama |
| First Name: | rwerew |
| Middle Initial: | rw |
| Address: | erwwr |
| Contact Number: | 453534 |
| Email: | sdja432dhs@gmail.com |

After verifying that the information is all correct, you must click "Confirm" to save changes. If you leave a field empty or if you enter an invalid input, an error message will appear below the form. You can correct the details and try again, or you can also disregard editing the information by clicking "Go Back to Admin Page." When you are done, you are redirected to the Admin page.

d.3. Deleting Rows in the Order and Customer Tables

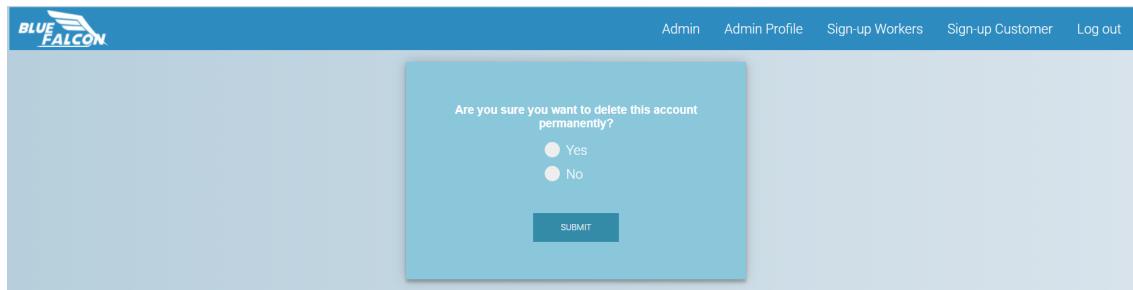
Each row in each table has a corresponding Delete button in the rightmost column. When you click a delete button, you are redirected to a page where a confirmation message appears. If you submit the answer “No,” you will be redirected to the Admin page without any changes. If you answer “Yes,” the row information will be deleted in all the corresponding tables.



The screenshot shows the Admin Page with the title "ADMIN PAGE" and subtitle "ORDERS AND CUSTOMERS". A "VIEW WORKER PROFILES" button is visible. Below the title, there is a search bar with a "Filter by" dropdown set to "None", a search input field, and a "SEARCH" button. The main content area displays a table titled "Sender" with two rows of data. The columns are: Sender_ID, Sender_LastName, Sender_FirstName, Sender_MiddleInitial, Sender_Address, Sender_ContactNum, Sender_Email, and Username. The first row contains values: 44, Nisay, Deiondre Judd, C, Baguio, 09396136611, nisayjosh@gmail.com, schill. The second row contains values: 47, Gamata, Mark, R, Sabuanan, Ilocos sur, 923483122, ctiancarlramos@gmail.com, admin1. Each row has "EDIT" and "DELETE" buttons at the end.

| Sender_ID | Sender_LastName | Sender_FirstName | Sender_MiddleInitial | Sender_Address | Sender_ContactNum | Sender_Email | Username | |
|-----------|-----------------|------------------|----------------------|----------------------|-------------------|--------------------------|----------|---|
| 44 | Nisay | Deiondre Judd | C | Baguio | 09396136611 | nisayjosh@gmail.com | schill | <button>EDIT</button> <button>DELETE</button> |
| 47 | Gamata | Mark | R | Sabuanan, Ilocos sur | 923483122 | ctiancarlramos@gmail.com | admin1 | <button>EDIT</button> <button>DELETE</button> |

If you choose to delete a row in the Sender table, all the corresponding Account, Packages, Recipient, and Tracker records associated with that sender will be automatically deleted. However, if you click the delete button in the Recipient, Packages, or Tracker table, only the associated records in the Recipient, Packages, and Tracker tables will be deleted. This is because a sender can make multiple orders, while a recipient, package, and tracker can only correspond to one sender.



The screenshot shows a confirmation dialog box with the question "Are you sure you want to delete this account permanently?". It contains two radio buttons: "Yes" and "No". At the bottom is a "SUBMIT" button.

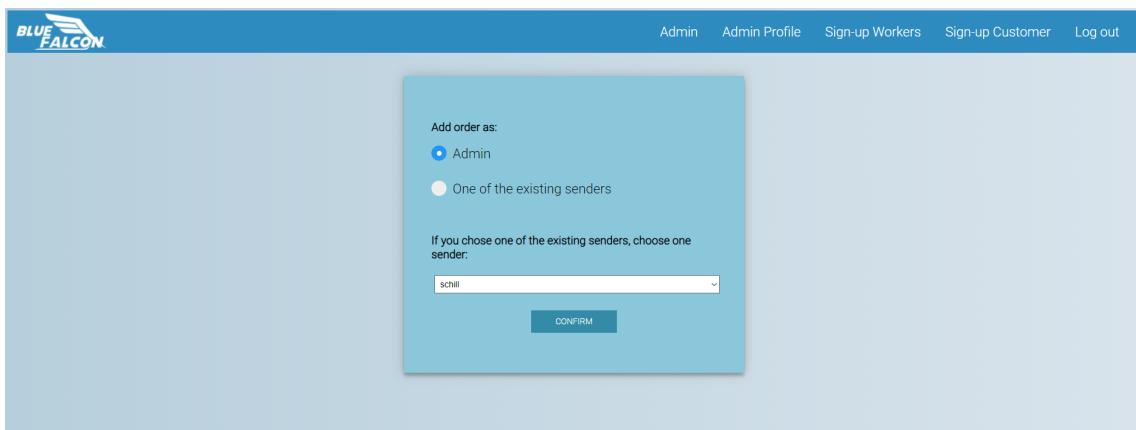
d.4. Adding an Order

Below the tables, there is an “Add New Order” button which can be used to create an order.

| | | | | | | | | | |
|----|----|----|---|----|----------|------------|---------------|----------------------|------------------------|
| 82 | 44 | 77 | 3 | 42 | 4-8 days | 2021-12-14 | Order Created | EDIT | DELETE |
| 83 | 47 | 78 | 0 | 43 | 1-2 days | 2021-12-14 | Order Created | EDIT | DELETE |
| 84 | 44 | 79 | 3 | 44 | 4-8 days | 2021-12-14 | Shipped Out | EDIT | DELETE |
| 85 | 44 | 80 | 0 | 45 | 4-8 days | 2021-12-14 | Order Created | EDIT | DELETE |

[ADD NEW ORDER](#)

Upon clicking this button, you are given an option whether you want to create the order with you as the sender or if you want to choose among the existing senders in your branch. If you choose the first option “Admin,” the selected sender in the dropdown list will be disregarded. If you choose the second option, you must select from the list of existing senders. After this, press the button “Confirm” to proceed.



If you have chosen your own account as the sender, your details will be used in the Sender’s information. Otherwise, the information from the existing Sender table will be generated automatically in the Sender’s Information portion of the form. To edit this, click the Edit button in the rightmost column. You will then be redirected to the corresponding sender’s profile page. Additionally, you have the option to change the sender by clicking the “Change Sender” button which will bring you back to the previous page. After verifying that the sender’s information is correct, enter the information of the person who will receive your package. Please ensure that the information you input is updated to the recipient’s current contact details.

The screenshot shows the "Shipping Details" section of the Blue Falcon Admin interface. At the top, there are navigation links: Admin, Admin Profile, Sign-up Workers, Sign-up Customer, and Log out. Below the header, the "Sender's Information" form is displayed with fields for LastName, FirstName, MiddleInitial, Address, ContactNum, Email, and Username. The "Recipient's Information" form is partially visible below it. A "CHANGE SENDER" button is located above the recipient form.

| LastName | FirstName | MiddleInitial | Address | ContactNum | Email | Username |
|----------|-----------|---------------|----------|------------|----------------|----------|
| Carlo | Gian | R. | Sabuanan | 2147483647 | gian@gmail.com | admin2 |

Sender's Information:

Last Name:

First Name:

Middle Initial:

Address:

Contact Number:

Email:

Recipient's Information:

Last Name:

First Name:

Middle Initial:

Address:

Contact Number:

Email:

CHANGE SENDER

You will now be asked to select your preferences for the package delivery. Take note that the options you select will affect the total payment amount for the package delivery. After selecting a payment method, choose the Blue Falcon branch nearest to the sender. You may also add additional instructions regarding your package or delivery. If you do not want to submit an order, you can click the "Go Back to Admin Page" button. If you wish to proceed with the order, click "Confirm" to submit the order. If you submit your order as an admin, your profile information will also be added to the customer records. Be reminded that you must input valid information to make the order creation successful. Otherwise, an error message will appear below the form, and you will have to edit your previously entered information.

d.5. Viewing the Worker Tables

In the upper left portion of the Admin page, there is a "View Worker Profiles" button which will redirect you to another admin page. Once you have been redirected, you can go back to the previous admin page by clicking the "View Orders and Customers" button in the same upper left portion. Here in the second admin page, you can view the Staff, Riders, and Manager tables. All of these tables contain only the employees working in your branch.

The screenshot shows the Blue Falcon Admin Page with the title "ADMIN PAGE" and "WORKERS". It includes a search bar with a dropdown for "Filter by" set to "None" and a "SEARCH" button. Below the search bar is a table titled "Staff" with columns: Staff_ID, Staff_LastName, Staff_FirstName, Staff_MiddleInitial, Staff_Address, Staff_ContactNum, Staff_Email, Branch_Name, Username, and a "DELETE" button. The table contains three rows of data. Below the staff table is another table titled "Rider" with similar columns and two rows of data. At the bottom is a table titled "Manager" with one row of data. A blue button at the bottom center says "ADD NEW WORKER".

| Staff_ID | Staff_LastName | Staff_FirstName | Staff_MiddleInitial | Staff_Address | Staff_ContactNum | Staff_Email | Branch_Name | Username | DELETE |
|----------|----------------|-----------------|---------------------|---------------|------------------|--------------------|-------------|----------|-------------------------|
| 1 | Sen | Hector | A | Santa | 2147483647 | wrawet@gmail.com | Branch3 | Hector | <button>DELETE</button> |
| 2 | Sus | Lesley | B | Candon | 2147483647 | fgvwe4t@gmail.com | Branch3 | staff1 | <button>DELETE</button> |
| 3 | Tejada | Michael Angelo | F | Manila | 8392748923 | mftejada@up.edu.ph | Branch3 | michael | <button>DELETE</button> |

| Rider_ID | Rider_LastName | Rider_FirstName | Rider_MiddleInitial | Rider_Address | Rider_ContactNum | Rider_Email | Branch_Name | Username | DELETE |
|----------|----------------|-----------------|---------------------|---------------|------------------|--------------------------|-------------|----------|-------------------------|
| 3 | john | carlo | V | dito | 09111111111 | djkfhsdjkl@qdfkoiqid.com | Branch3 | rider2 | <button>DELETE</button> |
| 4 | Polo | Marco | D | Paranaque | 09475895095 | marcopolo@gmail.com | Branch3 | rider3 | <button>DELETE</button> |

| Manager_ID | Manager_LastName | Manager_FirstName | Manager_MiddleInitial | Manager_Address | Manager_ContactNum | Manager_Email | Branch_Name | Username | DELETE |
|------------|------------------|-------------------|-----------------------|-----------------|--------------------|-----------------|-------------|----------|-------------------------|
| 2 | Carlo | Gian | R. | Sabuanan | 2147483647 | gian2@gmail.com | Branch3 | admin2 | <button>DELETE</button> |

d.6. Deleting Rows in the Worker Tables

Each row in each table has a corresponding Delete button in the rightmost column. You can use this when an employee no longer works in the company.

The screenshot shows a table titled "Staff" with columns: Staff_ID, Staff_LastName, Staff_FirstName, Staff_MiddleInitial, Staff_Address, Staff_ContactNum, Staff_Email, Branch_Name, Username, and a "DELETE" button. The table contains three rows of data.

| Staff_ID | Staff_LastName | Staff_FirstName | Staff_MiddleInitial | Staff_Address | Staff_ContactNum | Staff_Email | Branch_Name | Username | DELETE |
|----------|----------------|-----------------|---------------------|---------------|------------------|--------------------|-------------|----------|-------------------------|
| 1 | Sen | Hector | A | Santa | 2147483647 | wrawet@gmail.com | Branch3 | Hector | <button>DELETE</button> |
| 2 | Sus | Lesley | B | Candon | 2147483647 | fgvwe4t@gmail.com | Branch3 | staff1 | <button>DELETE</button> |
| 3 | Tejada | Michael Angelo | F | Manila | 8392748923 | mftejada@up.edu.ph | Branch3 | michael | <button>DELETE</button> |

When you click a delete button, you are redirected to a page where a confirmation message appears. If you submit the answer "No," you will be redirected to the second admin page without any changes. If you answer "Yes," the row information will be deleted in their respective table and in the account table.

The screenshot shows a confirmation dialog box with the text "Are you sure you want to delete this account permanently?". It contains two radio buttons: "Yes" and "No", and a "SUBMIT" button at the bottom.

d.7. Adding a Worker

Below the tables, there is an “Add New Worker” button which can be used whenever you hire a new worker. Upon clicking this button, you are redirected to the Sign Up Worker page.

The screenshot shows the 'ADMIN PAGE' for 'WORKERS'. It features three tables: 'Staff', 'Rider', and 'Manager'. Each table has a 'DELETE' button next to each row. At the top right, there is a 'Filter by' dropdown set to 'None', a search input field, and a 'SEARCH' button. At the bottom center, there is a blue button labeled 'ADD NEW WORKER'.

| Staff_ID | Staff_LastName | Staff_FirstName | Staff_MiddleInitial | Staff_Address | Staff_ContactNum | Staff_Email | Branch_Name | Username | DELETE |
|----------|----------------|-----------------|---------------------|---------------|------------------|--------------------|-------------|----------|-------------------------|
| 1 | Sen | Hector | A | Santa | 2147483647 | wrawet@gmail.com | Branch3 | Hector | <button>DELETE</button> |
| 2 | Sus | Lesley | B | Candon | 2147483647 | lgwweit@gmail.com | Branch3 | staff1 | <button>DELETE</button> |
| 3 | Tejada | Michael Angelo | F | Manila | 8392748923 | mftejada@up.edu.ph | Branch3 | michael | <button>DELETE</button> |

| Rider_ID | Rider_LastName | Rider_FirstName | Rider_MiddleInitial | Rider_Address | Rider_ContactNum | Rider_Email | Branch_Name | Username | DELETE |
|----------|----------------|-----------------|---------------------|---------------|------------------|-----------------------|-------------|----------|-------------------------|
| 3 | john | carlo | v | rito | 0911111111 | djkhsdjk@gdtkojid.com | Branch3 | rider2 | <button>DELETE</button> |
| 4 | Polo | Marco | D | Paranacue | 09475895095 | marcopolo@gmail.com | Branch3 | rider3 | <button>DELETE</button> |

| Manager_ID | Manager_LastName | Manager_FirstName | Manager_MiddleInitial | Manager_Address | Manager_ContactNum | Manager_Email | Branch_Name | Username | DELETE |
|------------|------------------|-------------------|-----------------------|-----------------|--------------------|-----------------|-------------|----------|-------------------------|
| 2 | Carlo | Gian | R. | Sabuanan | 2147483647 | gian2@gmail.com | Branch3 | admin2 | <button>DELETE</button> |

d.8. Filters in the Admin Pages

In the two admin pages, there is a filter option in the upper right portion. Firstly, there is a dropdown list containing all the attributes of all the tables except the Branch_Name since you can only have access to information in your respective branch. After selecting an attribute, type the specific information you want in the text field next to it. Click “Search” to filter all the tables according to your selections. If you choose an attribute without an answer in the field, you will get an error message. Similarly, if you choose “None” in the dropdown list and write something in the text field, an error message will also show up. The same will happen if you write invalid input like 0 in the textbox. When these errors happen, the filters won’t be applied and all the table information regarding your branch will just be shown.

The screenshot shows a top navigation bar with 'ADMIN PAGE' and a sub-section 'ORDERS AND CUSTOMERS'. Below this is a search bar with a dropdown menu set to 'None', a text input field, and a 'SEARCH' button.

If you refresh the page, the filter options you selected will just be resubmitted. To view all the tables again, you must choose “None” in the dropdown list, erase all text in the text field, and click “Search.” You may also click the Admin page from the header tab.

e. ADMIN PROFILE

The Admin Profile page can be accessed by clicking the Admin Profile tab in the header or by clicking “Edit” in the Add Order page when an adding order as an admin. Here, you can view your personal details and order history. You can also track your package deliveries here.

The screenshot shows a header with a logo 'BLUE FALCON' on the left and navigation links on the right: Admin, Admin Profile (highlighted in blue), Sign-up Workers, Sign-up Customer, and Log out.

If you want to update your profile information, you can click the Edit button below your profile information. You are then redirected to the Edit profile page where you can edit your previous details. If you are done with editing, you must click “Confirm” to save your changes. If you leave a field empty or with invalid input, an error message is shown above. You can try again until you input the correct information. After successfully editing the profile, you are redirected to the Admin Profile page.

The screenshot shows the 'My Profile' section of the Blue Falcon admin interface. It displays basic user information: Username: admin2, Name: Carlo, Gian R., Contact Number: 2147483647, Email: gian@gmail.com, and Address: Sabuanan. Below this is an 'EDIT' button. The 'Order History' section follows, with a header 'Tracker your orders here' and a message '0 result'. A table header row is shown with columns: Tracking Number, Recipient, Address, Deal-very, Date of Order, Order Total, and Order Status.

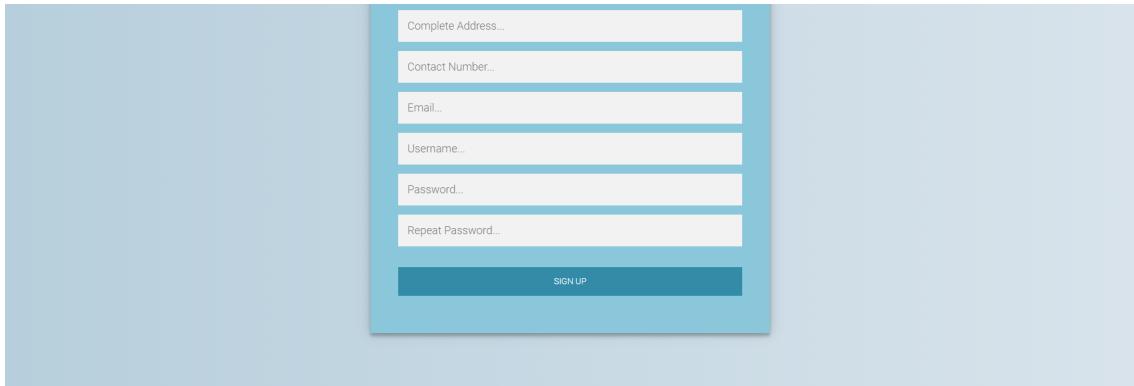
f. SIGN-UP WORKERS

This screenshot shows the top navigation bar of the Blue Falcon admin interface. The 'Sign-up Workers' link is highlighted in blue, indicating it is the active section. Other links include Admin, Admin Profile, Sign-up Customer, and Log out.

This can be accessed by clicking the “Sign-Up Workers” in the header. You can also access this by clicking “Add New Worker” in the Admin page. You must then input the worker’s correct information. You must also input a unique username and a secure password.

This screenshot shows the 'Sign Up Worker' form. Several input fields are highlighted in red, specifically 'Type of Worker', 'Branch', 'Last Name...', 'First Name...', and 'Middle Initial...'. The form has a light blue background and a white input area.

Failing to fill up all the fields and giving invalid information will result in an error message below the sign-up form. If the sign-up is successful, a message informing you that you have been signed up will be shown below the form instead. After this, you must inform the worker about their username and password so they can log in.

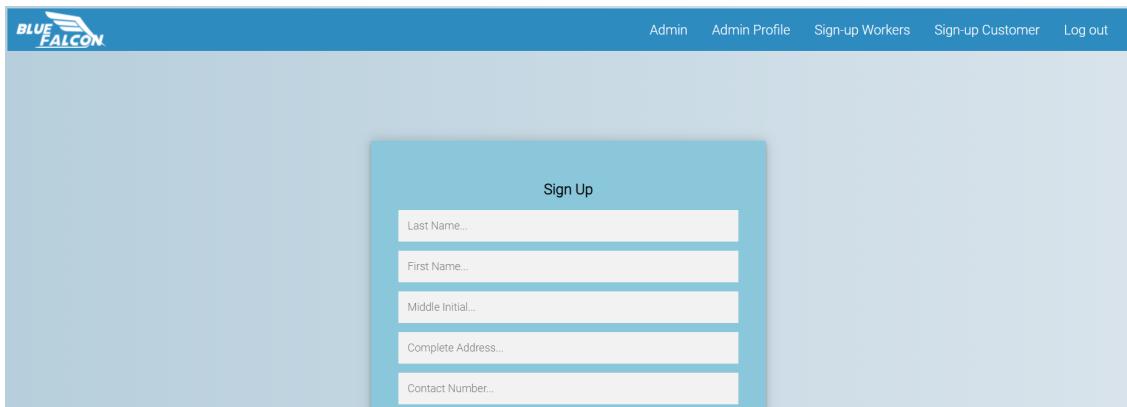


A screenshot of a sign-up form for customers. The form is contained within a light blue rectangular box. It consists of several input fields: 'Complete Address...', 'Contact Number...', 'Email...', 'Username...', 'Password...', and 'Repeat Password...'. Below these fields is a dark blue button labeled 'SIGN UP'.

g. SIGN-UP CUSTOMERS

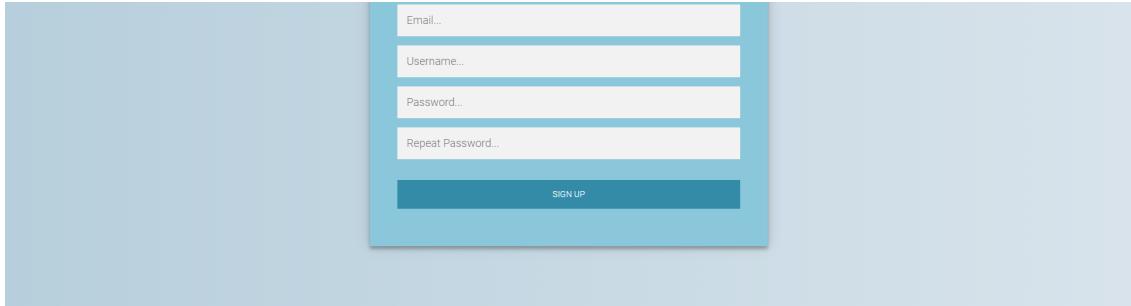


In the header, there is a "Sign-Up Customers" tab. Upon clicking this button, you are redirected to the Sign Up Customers page. You must then input the customer's correct information. You must also input a unique username and a secure password.



A screenshot of a sign up form. The form is titled 'Sign Up' and is contained within a light blue rectangular box. It includes input fields for 'Last Name...', 'First Name...', 'Middle Initial...', 'Complete Address...', and 'Contact Number...'.

Failing to fill up all the fields and giving invalid information will result in an error message below the sign-up form. If the sign-up is successful, a message informing you that you have been signed up will be shown below the form instead. After this, you must inform the customer about their username and password so they can log in.



h. LOG OUT

You can log out by clicking the “Log out” in the header. You will then be redirected to the homepage. You are also automatically logged out after being idle for 20 minutes. After logging out, you can no longer access certain pages like the Admin and Sign-Up Workers until you log in as an admin again.



VI. Super Admin Manual

a. GETTING STARTED

If there is no existing “SuperAdmin” account, it can be created using the Signup Page. You need to use “SuperAdmin” as your username and you can input any password as long as it matches the “Repeat Password”. Remember your password since another Super Admin account can’t be created. But if there is an existing Super Admin, it says that the username already exists or is taken.

The screenshot shows the 'Sign Up' form on the Blue Falcon website. The form has a light blue header with the word 'Sign Up'. Below it is a vertical list of fields, each containing a placeholder value:

- Admin
- Super
- B
- Unknown
- 09991234567
- superadmin@gmail.com
- SuperAdmin
-
-|

At the bottom of the form is a dark blue 'SIGN UP' button.

b. LOGGING IN

After making your account, proceed to the Login tab. Type your username "SuperAdmin" and password exactly. If you don't enter a valid username or password, an error message shows up below the form. You are given five attempts to enter the correct information. If you exceed the given number of attempts, you are not allowed to try again for one minute. Once you have logged in, be reminded that you will be automatically logged out after being inactive for 20 minutes for security purposes.

The screenshot shows the 'Log In' form on the Blue Falcon website. The form has a light blue header with the word 'Log In'. Below it are two input fields:

- The first field contains the placeholder 'SuperAdmin'.
- The second field contains the placeholder '.....|'.

At the bottom of the form is a dark blue 'LOG IN' button.

c. HOME

When clicking the logo or the home tab in the header, you can view the home page which includes information about our company and why one should avail of our services.



d. SUPERADMIN

You can view, add, edit, and delete records in the SuperAdmin page. You can access this by clicking the SuperAdmin tab in the header. Note that you are viewing all the information from all the branches



d.1. Viewing the Order and Customer Tables

Firstly, you will be shown the Sender table. This contains all the customers who have submitted an order in Blue Falcon. The Recipient table contains all the recipients of the package deliveries. The Packages table contains the specific details regarding the package and order. The Tracker table connects all the previous tables and contains all the tracking information.

| ADMIN PAGE | | | | | | | | |
|----------------------|------------|--------------|----|---|-------------|------------------------------|------------|---|
| ORDERS AND CUSTOMERS | | | | | | | | |
| VIEW WORKER PROFILES | | | | | | | | |
| Sender | | | | | | | | |
| 1 | Carlo | Gian | R | Sabuanan | 2147483647 | mrigamata@gmail.com | GianCarlo | <button>EDIT</button> <button>DELETE</button> |
| 2 | Thomas | Lapus | C | Santa | 2147483647 | srlsfeww@gmail.com | costumer1 | <button>EDIT</button> <button>DELETE</button> |
| 3 | ertyertyer | gerfertert | g | sgdfgdfg | 923483122 | wefrwer | ewe | <button>EDIT</button> <button>DELETE</button> |
| 4 | wrwenw | wrwenw | fs | erwerwe | 3423423 | rwenwer@gmail.com | sdfsdf | <button>EDIT</button> <button>DELETE</button> |
| 44 | Nisay | Deondre Judd | C | Baguio | 09396136611 | nisayjosh@gmail.com | schill | <button>EDIT</button> <button>DELETE</button> |
| 45 | Sus | Lesley | G | Candon | 2147483647 | fgvwe4t@gmail.com | staff1 | <button>EDIT</button> <button>DELETE</button> |
| 46 | john | carlo | v | dito | 0911111111 | dkjhdsqdf@qdfkfqid.com | rider2 | <button>EDIT</button> <button>DELETE</button> |
| 47 | Gamata | Mark | R | Sabuanan, Ilocos sur | 923483122 | ctiancararamos@gmail.com | admin1 | <button>EDIT</button> <button>DELETE</button> |
| 48 | Nisay | Drake | V | 160 MacArthur Highway Mabini, Moncada, Tarlac | 09396136611 | drakenisay@gmail.com | drake | <button>EDIT</button> <button>DELETE</button> |
| 49 | Carlo | Gian | R | Sabuanan | 2147483647 | gian2@gmail.com | admin2 | <button>EDIT</button> <button>DELETE</button> |
| 50 | Nisay | Josh | B | 160 MacArthur Highway Mabini, Moncada, Tarlac | 09396136611 | joshnisay@gmail.com | josh | <button>EDIT</button> <button>DELETE</button> |
| 51 | Admin | Super | B | Sabuanan | 2147483647 | support.bluefalcon@gmail.com | SuperAdmin | <button>EDIT</button> <button>DELETE</button> |

d.2. Editing Rows in the Order and Customer Tables

Each row in each table has a corresponding Edit button in the second to the right column. If you click the edit button in the Sender table, you are redirected to an Edit Profile page where you can edit that specific sender's information. If you click the edit button in one of the rows in the Recipient, Packages, or Tracker table, you are redirected to an Edit Order page. The associated sender, recipient, packages, and tracker information automatically fills up the form in this page.

| Sender | | | | | | | | |
|-----------|-----------------|------------------|----------------------|----------------|-------------------|---------------------|-----------|---|
| Sender_ID | Sender_LastName | Sender_FirstName | Sender_MiddleInitial | Sender_Address | Sender_ContactNum | Sender_Email | Username | |
| 1 | Carlo | Gian | R | Sabuanan | 2147483647 | mrgamata@gmail.com | GianCarlo | <button>EDIT</button> <button>DELETE</button> |
| 2 | Thomas | Lapus | C | Santa | 2147483647 | sr4et5ewv@gmail.com | costumer1 | <button>EDIT</button> <button>DELETE</button> |
| 3 | ertyertyer | gertertert | g | sgdfgdfg | 923483122 | wefrwer | ewe | <button>EDIT</button> <button>DELETE</button> |
| 4 | wnwerw | wnwerw | fs | enwerwe | 3423423 | nwerwer@gmail.com | sdfsdf | <button>EDIT</button> <button>DELETE</button> |

You can still edit the sender's information by clicking the "Edit Sender's information" button. This will redirect you to an Edit Profile page.

The screenshot shows a web application interface for 'BLUE FALCON'. At the top, there is a navigation bar with links for 'SuperAdmin', 'SuperAdmin Profile', 'Create Branch', 'Create Admin', 'Sign-up Workers', and 'Log out'. Below the navigation bar, there is a 'Edit Profile' modal window. The modal contains the following form fields:

- Last Name: ertyertyer
- First Name: gertertert
- Middle Initial (exclude the period): g
- Contact Number: 923483122
- Email: wefrwer
- Address: sgdfgdfg

A 'CONFIRM' button is located at the bottom right of the modal.

If the sender's information is already correct, you can continue to edit the recipient and package information.

| LastName | FirstName | MiddleInitial | Address | ContactNum | Email | Username |
|----------|---------------|---------------|---------|-------------|---------------------|----------|
| Nisay | Deiondre Judd | C | Baguio | 09396136611 | nisayjosh@gmail.com | schill |

Recipient's Information:

| | |
|-----------------|--------------|
| Last Name: | Dela Torre |
| First Name: | Timothy |
| Middle Initial: | J |
| Address: | Paranaque |
| Contact Number: | 911 |
| Email: | tj@email.com |

After verifying that the information is all correct, you must click "Confirm" to save changes. If you leave a field empty or if you enter an invalid input, an error message will appear below the form. You can correct the details and try again, or you can also disregard editing the information by clicking "Go Back to Admin Page." When you are done, you are redirected to the SuperAdmin page.

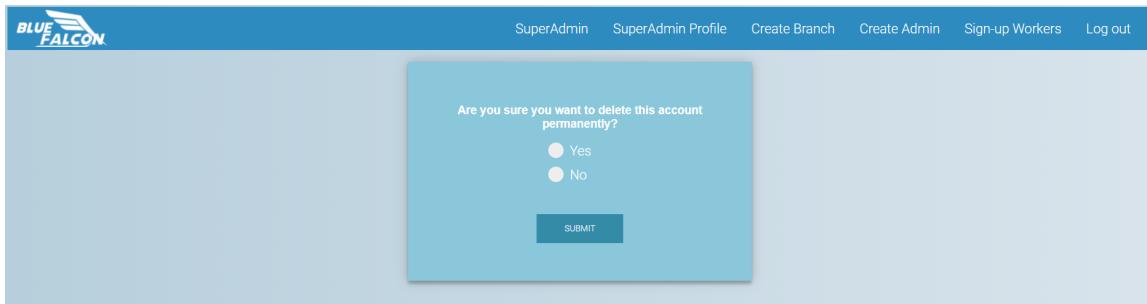
d.3. Deleting Rows in the Order and Customer Tables

Each row in each table has a corresponding Delete button in the rightmost column. When you click a delete button, you are redirected to a page where a confirmation message appears. If you submit the answer "No," you will be redirected to the Admin page without any changes. If you answer "Yes," the row information will be deleted in all the corresponding tables.

| Sender | | | | | | | | |
|-----------|-----------------|------------------|----------------------|----------------|-------------------|---------------------|-----------|---|
| Sender_ID | Sender_LastName | Sender_FirstName | Sender_MiddleInitial | Sender_Address | Sender_ContactNum | Sender_Email | Username | |
| 1 | Carlo | Gian | R | Sabuanan | 2147483647 | mrgamata@gmail.com | GianCarlo | <button>EDIT</button> <button>DELETE</button> |
| 2 | Thomas | Lapus | C | Santa | 2147483647 | sr4et5ewv@gmail.com | costumer1 | <button>EDIT</button> <button>DELETE</button> |
| 3 | ertyertyer | gertertert | g | sgdfgdg | 923483122 | wefrwer | ewe | <button>EDIT</button> <button>DELETE</button> |

If you choose to delete a row in the Sender table, all the corresponding Account, Packages, Recipient, and Tracker records associated with that sender will be automatically deleted. However, if you click the delete button in the Recipient, Packages, or Tracker table, only the associated records in the Recipient, Packages, and Tracker tables will be deleted. This is because a sender

can make multiple orders, while a recipient, package, and tracker can only correspond to one sender.



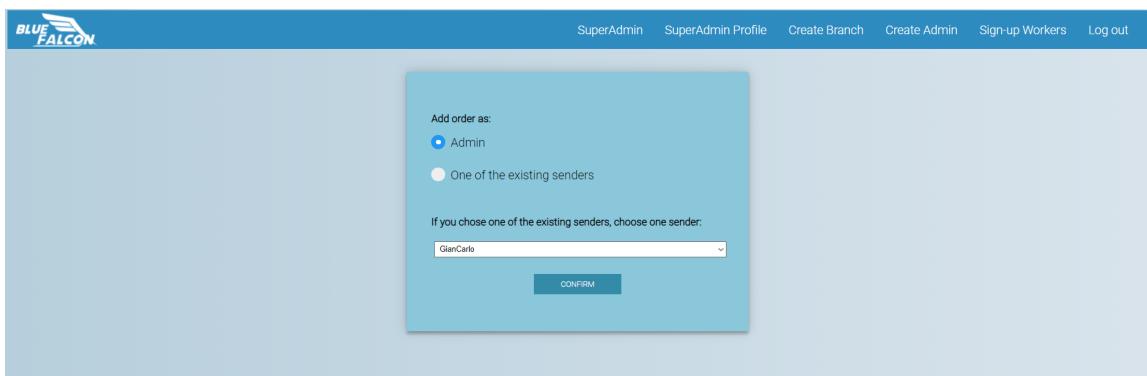
d.4. Adding an Order

Below the tables, there is an “Add New Order” button which can be used to create an order.

| 82 | 44 | 77 | 3 | 42 | 4-8 days | 2021-12-14 | Order Created | EDIT | DELETE |
|----|----|----|---|----|----------|------------|---------------|------|--------|
| 83 | 47 | 78 | 0 | 43 | 1-2 days | 2021-12-14 | Order Created | EDIT | DELETE |
| 84 | 44 | 79 | 3 | 44 | 4-8 days | 2021-12-14 | Shipped Out | EDIT | DELETE |
| 85 | 44 | 80 | 0 | 45 | 4-8 days | 2021-12-14 | Order Created | EDIT | DELETE |

ADD NEW ORDER

Upon clicking this button, you are given an option whether you want to create the order with you as the sender or if you want to choose among the existing senders in your branch. If you choose the first option “Admin,” the selected sender in the dropdown list will be disregarded. If you choose the second option, you must select from the list of existing senders. After this, press the button “Confirm” to proceed.



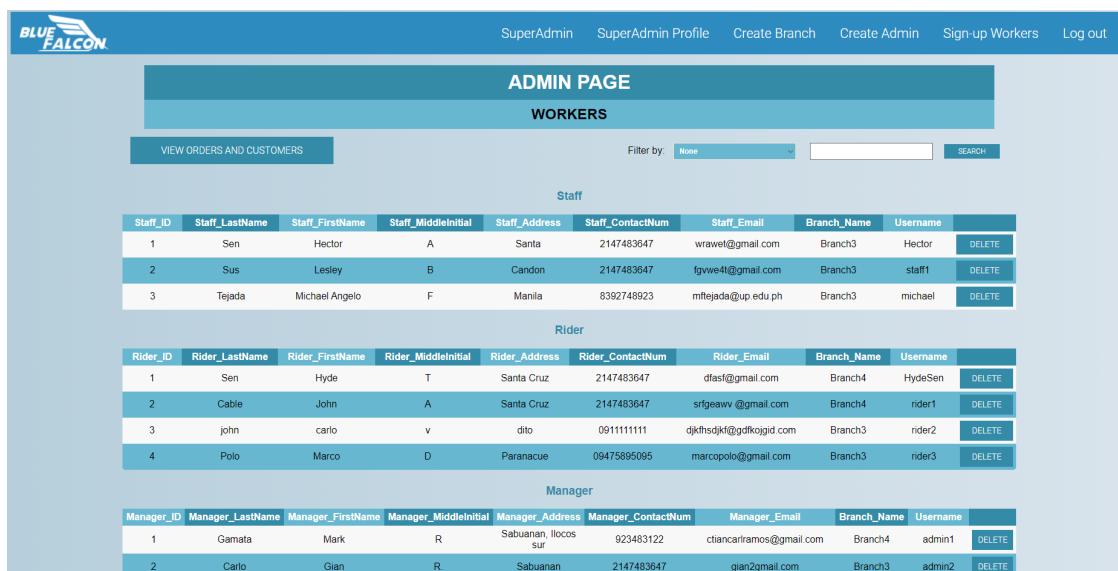
If you have chosen your own account as the sender, your details will be used in the Sender's information. Otherwise, the information from the existing Sender table will be generated automatically in the Sender's Information portion of the form. To edit this, click the Edit button in the rightmost column. You will then be redirected to the corresponding sender's profile page. Additionally, you have the option to change the sender by clicking the "Change Sender" button which will bring you back to the previous page. After verifying that the sender's information is correct, enter the information of the person who will receive your package. Please ensure that the information you input is updated to the recipient's current contact details.

The screenshot shows a web application interface for shipping details. At the top, there is a navigation bar with links: SuperAdmin, SuperAdmin Profile, Create Branch, Create Admin, Sign-up Workers, and Log out. The logo 'BLUE FALCON' is on the left. Below the navigation, a section titled 'Shipping Details' contains a table for 'Sender's Information' with columns: LastName, FirstName, MiddleInitial, Address, ContactNum, Email, and Username. The data in the table is: Admin, Super, B, Sabuanaan, 2147483647, support.bluefalcon@gmail.com, SuperAdmin. There is an 'EDIT' button next to the table. Below this, a modal window titled 'Recipient's Information:' contains fields for Last Name, First Name, Middle Initial, Address, and Contact Number, all of which are currently empty.

You will now be asked to select your preferences for the package delivery. Take note that the options you select will affect the total payment amount for the package delivery. After selecting a payment method, choose the Blue Falcon branch nearest to the sender. You may also add additional instructions regarding your package or delivery. If you do not want to submit an order, you can click the "Go Back to Admin Page" button. If you wish to proceed with the order, click "Confirm" to submit the order. If you submit your order as an admin, your profile information will also be added to the customer records. Be reminded that you must input valid information to make the order creation successful. Otherwise, an error message will appear below the form, and you will have to edit your previously entered information.

d.5. Viewing the Worker Tables

In the upper left portion of the Admin page, there is a "View Worker Profiles" button which will redirect you to another admin page. Once you have been redirected, you can go back to the previous admin page by clicking the "View Orders and Customers" button in the same upper left portion. Here in the second admin page, you can view the Staff, Riders, and Manager tables. All of these tables contain only the employees working in your company.



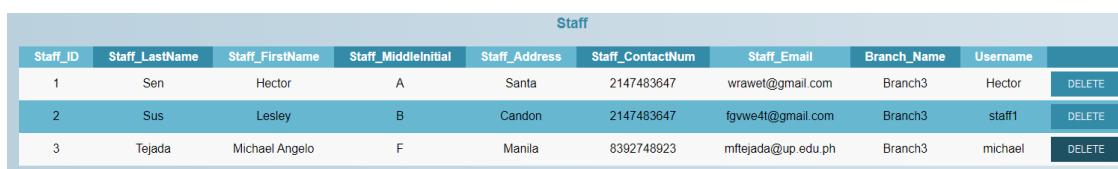
The screenshot shows the Admin Page with the title "ADMIN PAGE" and a section titled "WORKERS". There are three tables displayed:

- Staff:** A table with columns: Staff_ID, Staff_LastName, Staff_FirstName, Staff_MiddleInitial, Staff_Address, Staff_ContactNum, Staff_Email, Branch_Name, Username. It contains 3 rows of data.
- Rider:** A table with columns: Rider_ID, Rider_LastName, Rider_FirstName, Rider_MiddleInitial, Rider_Address, Rider_ContactNum, Rider_Email, Branch_Name, Username. It contains 4 rows of data.
- Manager:** A table with columns: Manager_ID, Manager_LastName, Manager_FirstName, Manager_MiddleInitial, Manager_Address, Manager_ContactNum, Manager_Email, Branch_Name, Username. It contains 2 rows of data.

Each table has a "DELETE" button in the rightmost column for each row.

d.6. Deleting Rows in the Worker Tables

Each row in each table has a corresponding Delete button in the rightmost column. You can use this when an employee no longer works in the company.

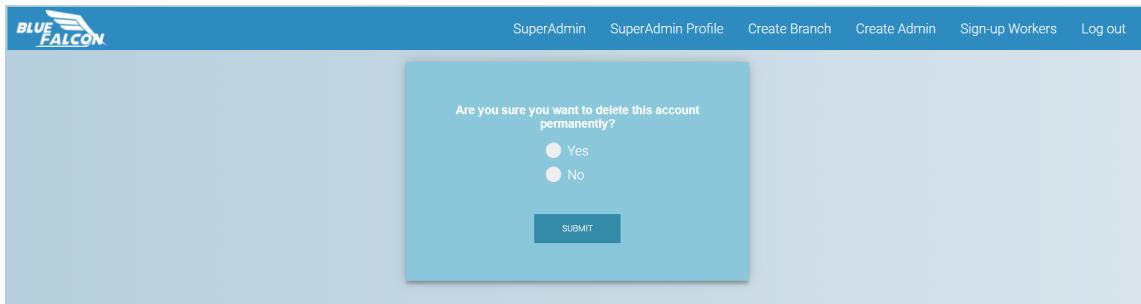


The screenshot shows the Staff table from the Admin Page. It has the following data:

| Staff_ID | Staff_LastName | Staff_FirstName | Staff_MiddleInitial | Staff_Address | Staff_ContactNum | Staff_Email | Branch_Name | Username | DELETE |
|----------|----------------|-----------------|---------------------|---------------|------------------|-------------------|-------------|----------|-------------------------|
| 1 | Sen | Hector | A | Santa | 2147483647 | wrawet@gmail.com | Branch3 | Hector | <button>DELETE</button> |
| 2 | Sus | Lesley | B | Candon | 2147483647 | fgvwe4t@gmail.com | Branch3 | staff1 | <button>DELETE</button> |
| 3 | Tejada | Michael Angelo | F | Manila | 8392748923 | mtejada@up.edu.ph | Branch3 | michael | <button>DELETE</button> |

When you click a delete button, you are redirected to a page where a confirmation message appears. If you submit the answer "No," you will be redirected to the second admin page without any changes. If you answer "Yes,"

the row information will be deleted in their respective table and in the account table.



d.7. Adding a Worker

Below the tables, there is an “Add New Worker” button which can be used whenever you hire a new worker. Upon clicking this button, you are redirected to the Sign Up Worker page.

| Manager | | | | | | | | | |
|------------|------------------|-------------------|-----------------------|----------------------|--------------------|------------------------------|-------------|------------|-------------------------|
| Manager_ID | Manager_LastName | Manager_FirstName | Manager_MiddleInitial | Manager_Address | Manager_ContactNum | Manager_Email | Branch_Name | Username | Action |
| 1 | Gamata | Mark | R | Sabuanan, Ilocos sur | 923483122 | ctiancarlramos@gmail.com | Branch4 | admin1 | <button>DELETE</button> |
| 2 | Carlo | Gian | R. | Sabuanan | 2147483647 | gian2@gmail.com | Branch3 | admin2 | <button>DELETE</button> |
| 3 | deed | Achilles | R | Vical Santa Lucia | 2147483647 | ftyrt@gmail.com | Branch4 | admin3 | <button>DELETE</button> |
| 4 | Admin | Super | B | Sabuanan | 2147483647 | support.bluefalcon@gmail.com | Branch0 | SuperAdmin | <button>DELETE</button> |
| 5 | admin7 | sarga | f | sdfasdfsdfas | 2147483647 | asdfgsad@gmail.com | Branch4 | admin7 | <button>DELETE</button> |

[ADD NEW WORKER](#)

d.8. Filters in the Admin Pages

In the two admin pages, there is a filter option in the upper right portion. Firstly, there is a dropdown list containing all the attributes of all the tables. After selecting an attribute, type the specific information you want in the text field next to it. Click “Search” to filter all the tables according to your selections. If you choose an attribute without an answer in the field, you will get an error message. Similarly, if you choose “None” in the dropdown list and write something in the text field, an error message will also show up. The same will happen if you write invalid input like 0 in the textbox. When these errors happen, the filters won’t be applied and all the table information will just be shown.

The screenshot shows a top navigation bar with 'ADMIN PAGE' and a sub-section 'ORDERS AND CUSTOMERS'. Below this, there is a search interface with a 'Filter by:' dropdown set to 'None', a text input field, and a blue 'SEARCH' button.

If you refresh the page, the filter options you selected will just be resubmitted. To view all the tables again, you must choose “None” in the dropdown list, erase all text in the text field, and click “Search.” You may also click the SuperAdmin page from the header tab.

e. SUPERADMIN PROFILE

The SuperAdmin Profile page can be accessed by clicking the SuperAdmin Profile tab in the header or by clicking “Edit” in the Add Order page when adding an order as an admin. Here, you can view your personal details and order history. You can also track your package deliveries here.

The screenshot shows a top navigation bar with a logo 'BLUE FALCON', followed by a horizontal menu with tabs: 'SuperAdmin' (highlighted in blue), 'SuperAdmin Profile' (highlighted in light blue), 'Create Branch', 'Create Admin', 'Sign-up Workers', and 'Log out'.

If you want to update your profile information, you can click the Edit button below your profile information. You are then redirected to the Edit profile page where you can edit your previous details. If you are done with editing, you must click “Confirm” to save your changes. If you leave a field empty or with invalid input, an error message is shown above. You can try again until you input the correct information. After successfully editing the profile, you are redirected to the SuperAdmin Profile page.

The screenshot shows the Blue Falcon dashboard with a blue header bar. On the left is the Blue Falcon logo. To the right of the logo are several navigation links: SuperAdmin, SuperAdmin Profile, Create Branch, Create Admin, Sign-up Workers, and Log out. Below the header, there are two main sections. The first section, titled 'My Profile', contains a sub-section titled 'Manage and protect your account'. It displays the following user information: Username: SuperAdmin, Name: Admin, Super B., Contact Number: 2147483647, Email: support.bluefalcon@gmail.com, and Address: Sebuinan. A blue 'EDIT' button is located at the bottom of this section. The second section, titled 'Order History', has a sub-section titled 'Track your orders here'. It shows a message '0 result' and a table header with columns: Tracking Number, Recipient, Address, Deal-ivery, Date of Order, Order Total, and Order Status.

f. CREATE BRANCH

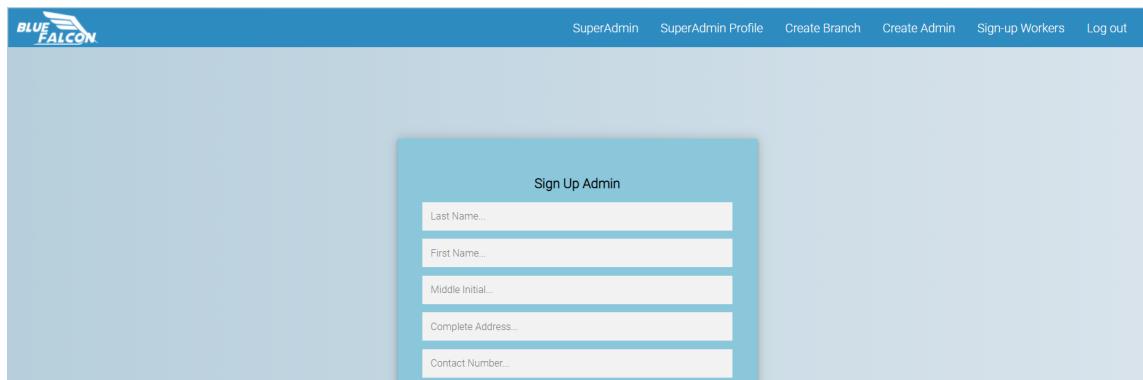
When a new Blue Falcon branch opens up, you must register them in the Create Branch page which can be accessed in the header tab.

The screenshot shows the Blue Falcon dashboard with a blue header bar. On the left is the Blue Falcon logo. To the right of the logo are several navigation links: SuperAdmin, SuperAdmin Profile, Create Branch, Create Admin, Sign-up Workers, and Log out. Below the header, there is a central form titled 'Create New Branch'. The form consists of four input fields: 'Branch Name...', 'Address...', 'Contact Number...', and 'Branch Email...'. At the bottom of the form is a blue 'SIGN UP' button.

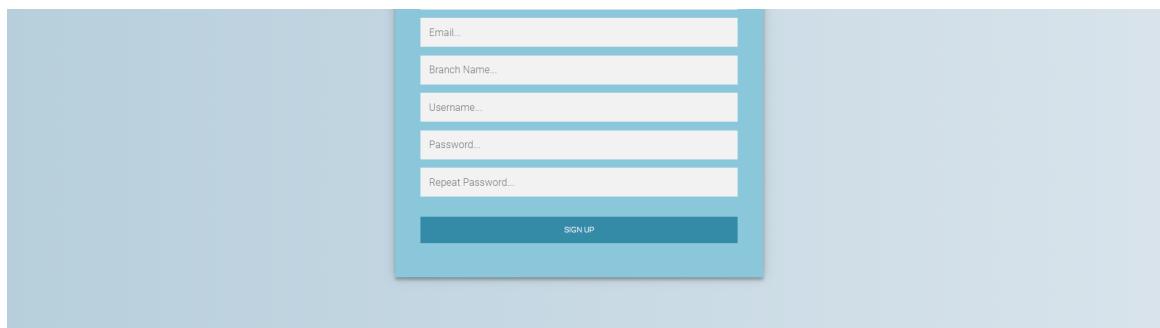
g. CREATE ADMIN



This can be accessed by clicking the “Create Admin” in the header. You must then input the manager’s correct information. You must also input a unique username and a secure password.



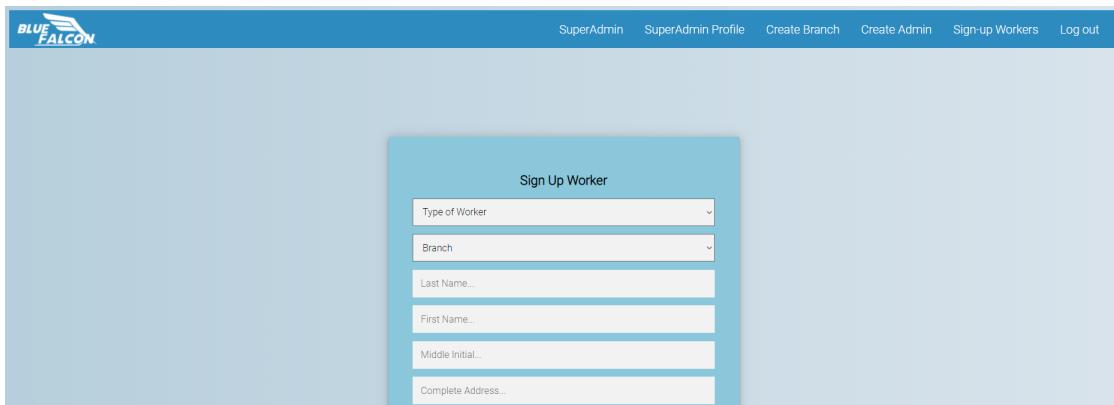
Failing to fill up all the fields and giving invalid information will result in an error message below the sign-up form. If the sign-up is successful, a message informing you that you have been signed up will be shown below the form instead. After this, you must inform the new manager about their username and password so they can log in.



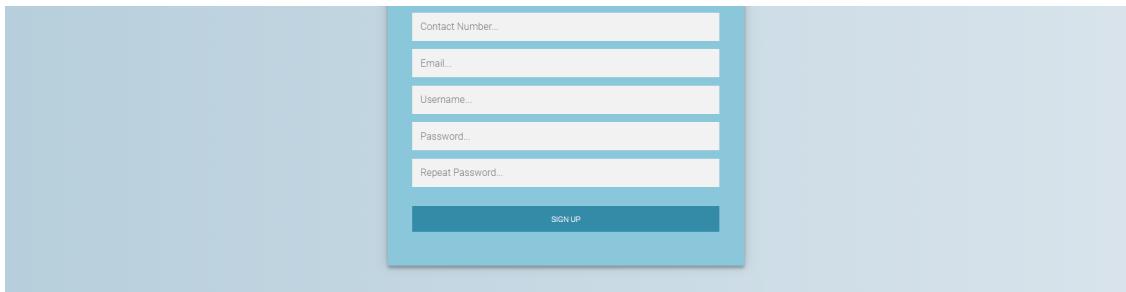
h. SIGN-UP WORKERS



This can be accessed by clicking the “Sign-Up Workers” in the header. You can also access this by clicking “Add New Worker” in the SuperAdmin page. You must then input the worker’s correct information. You must also input a unique username and a secure password.



Failing to fill up all the fields and giving invalid information will result in an error message below the sign-up form. If the sign-up is successful, a message informing you that you have been signed up will be shown below the form instead. After this, you must inform the worker about their username and password so they can log in.



i. LOG OUT

You can log out by clicking the “Log out” in the header.



You will then be redirected to the homepage. You are also automatically logged out after being idle for 20 minutes. After logging out, you can no longer access certain pages like the SuperAdmin and Create Branch until you log in as a SuperAdmin again.

VII. Guest Manual

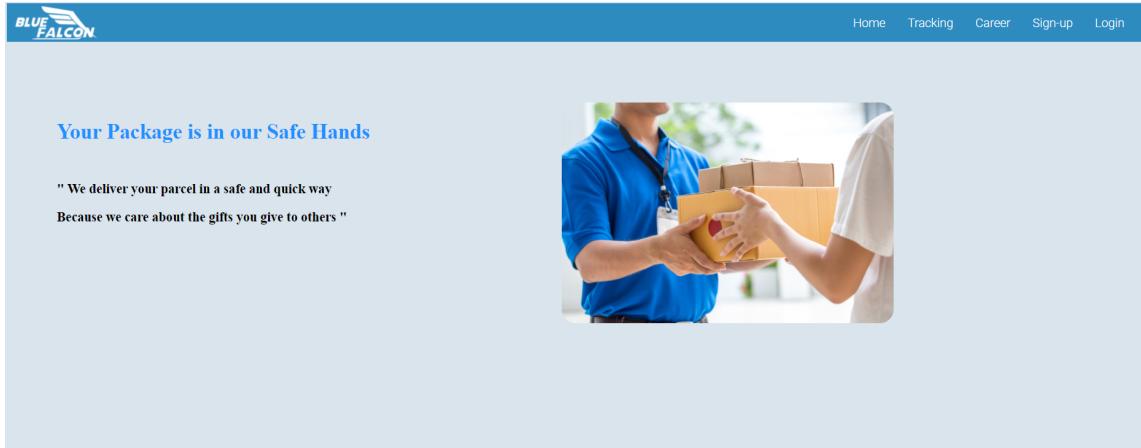
a. GETTING STARTED

You are considered a guest if you have not signed up and logged in. Your access to pages will be limited, but you can still track packages and check information about the company.

b. HOME



When clicking the logo or the home tab in the header, you can view the home page which includes information about our company and why you should avail of our services.

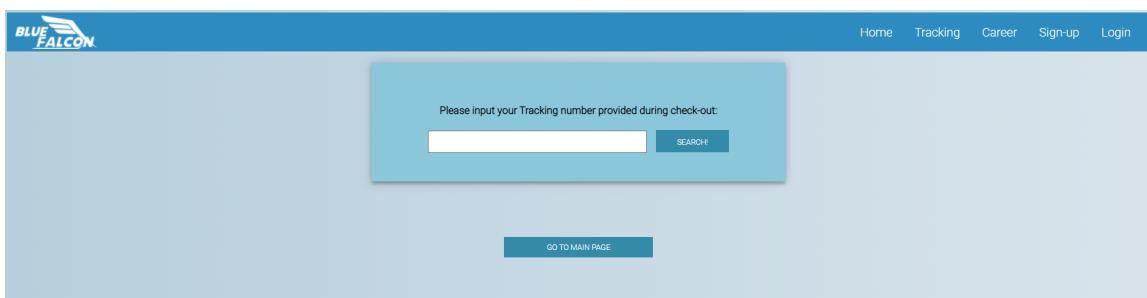


c. TRACKING

The Tracking page can be viewed by clicking the Tracking tab in the header.



This is where you can regularly check the status of your package delivery. You can do this by typing your assigned tracking number in the text field and clicking the "Search!" button. If the tracking number exists, a table containing details regarding your order is shown. However, if it does not exist, a message indicating that your tracking number does not exist will show up. After this, you are given the option if you want to go back to the homepage or if you want to track another package.

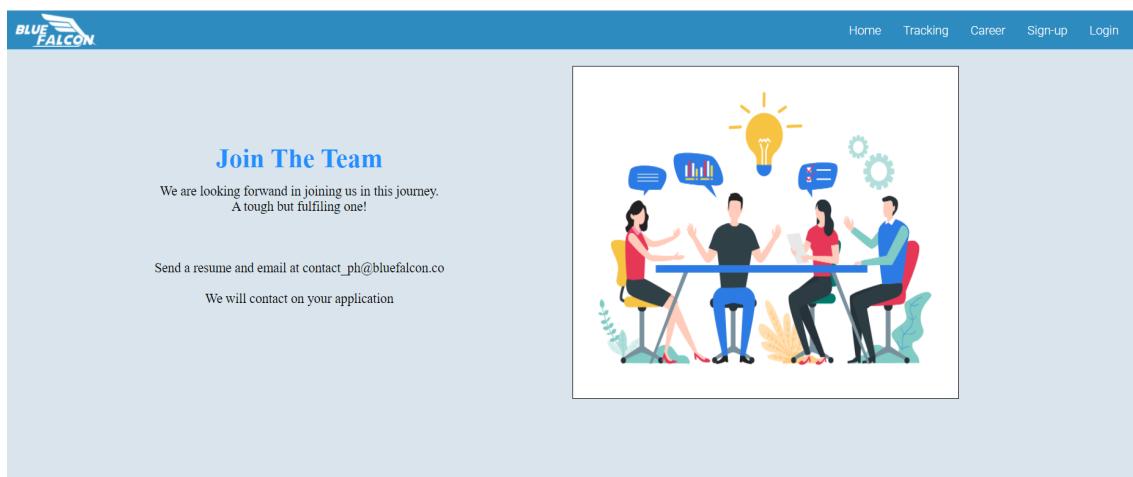


d. CAREER

The career page can be accessed by clicking the Career tab in the header.



Here, you will be able to learn how to apply for a job online at Blue Falcon Package Delivery Company.



e. SIGN-UP

From the homepage, look for the Sign-up tab to create an account. Fill up the form with your personal information. These details will be used for your future deliveries, so input your current address and active contact information. You must also input a unique username and a secure password.



Failing to fill up all the fields and giving invalid information will result in an error message below the sign-up form. If the sign-up is successful, a message informing you that you have been signed up will be shown below the form instead.

The image shows a light blue rectangular background with a teal-colored sign-up form centered within it. The form has a header that reads "Sign Up". It contains nine input fields, each with a placeholder text: "Last Name...", "First Name...", "Middle Initial...", "Complete Address...", "Contact Number...", "Email...", "Username...", "Password...", and "Repeat Password...". Below these fields is a solid teal button with the text "SIGN UP" in white capital letters.