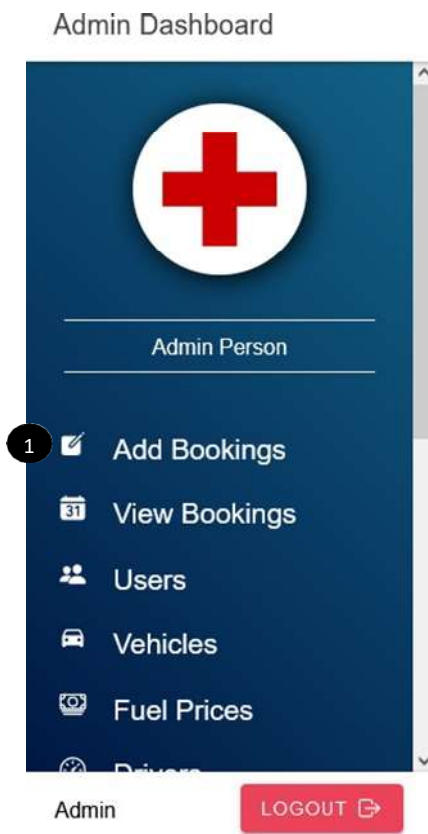


Transportation

Introduction

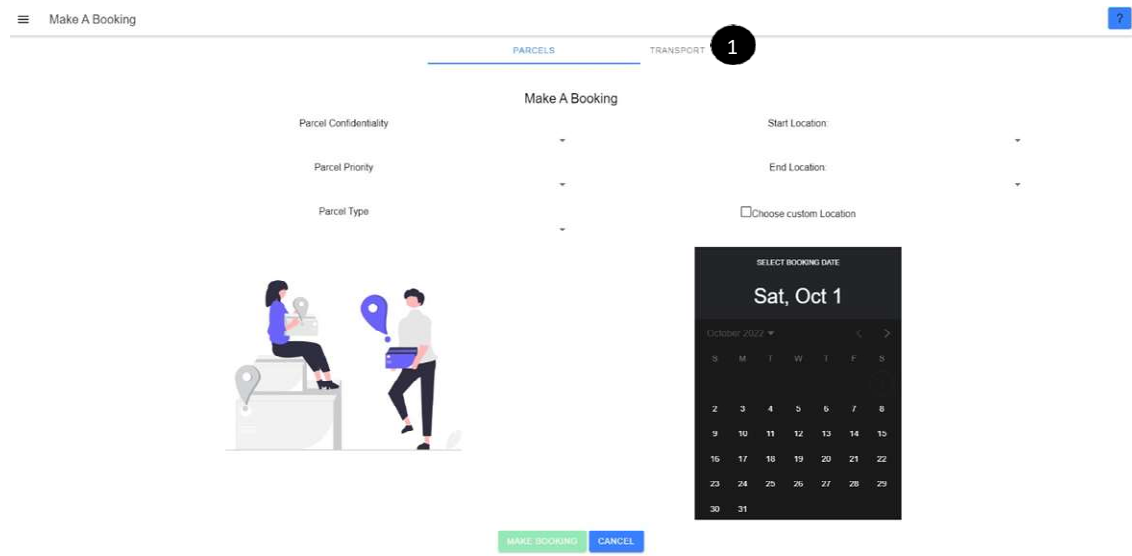
An admin can arrange for transportation for arranged events.

To access the transport booking screen, the user is required to use the side menu and click on the “Add Bookings” option as indicated below:



Number	Name	Description
1	Add Bookings	Click on this button on the side menu to go to the “Make a Booking” screen.

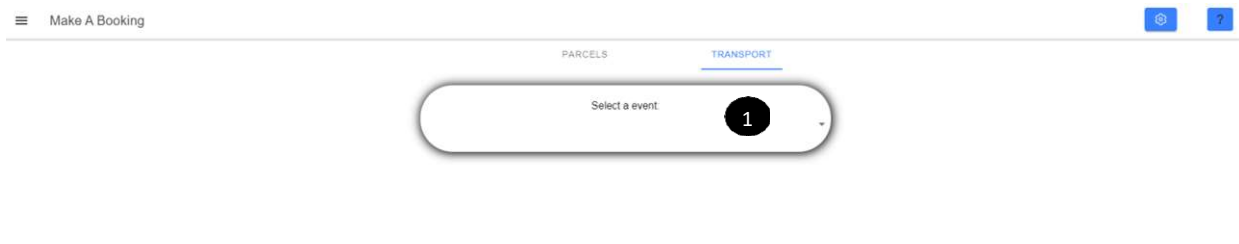
The “Make a Booking” Screen is displayed:



To navigate to the transport tab the user must click on the transport tab and the transport screen is displayed as follows.

Number	Name	Description
1	Transport	Click on the transport tab to navigate to the transport tab.

To create a transport booking a user must select an event on the transport tab on the make a booking screen.



Number	Name	Description
1	Select an Event	Select an event to make a transport booking.

Once the event has been selected the event details will be displayed as follows:

PARCELS TRANSPORT

Select an event:
Ocean Basket Brooklyn

Existing Event

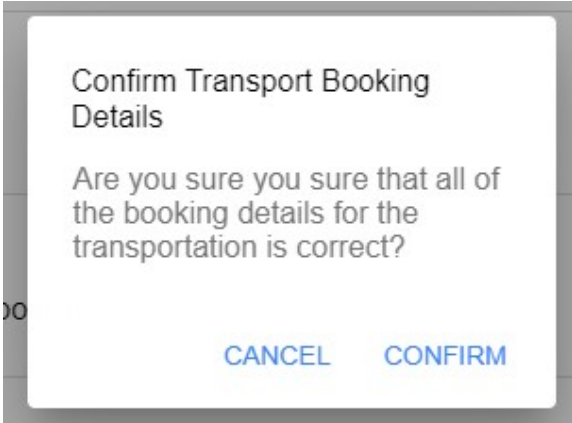
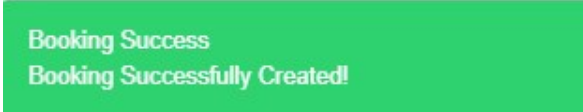
1 Number of Employees
3

2 Description
Lunch

3 Location
Ocean Basket Brooklyn

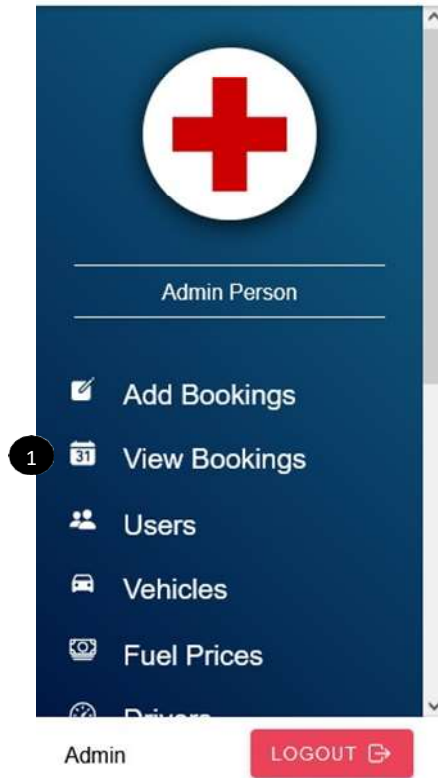
4 Date of Event
2022-10-12T11:33:00

5

Number	Name	Description
1	Number of Employees	The number of employees attending the event
2	Description	The description of the event
3	Location	The location where the event is held
4	Date of Event	The date and time of the event
5	Make Booking	<p>If the user is satisfied with the event details, they can click on the Make a booking button.</p> <p>The user will be prompted to confirm the booking to the event.</p>  <p>When the user confirms the transport booking the system will display a success notification message as follows.</p> 

To search for a transport booking the user must navigate to the “View Bookings” screen as follows:

Admin Dashboard



Number	Name	Description
1	View Bookings	Click on view bookings to navigate to that screen.

Once the user has clicked the button the “View Bookings” screen will display as follows:

Number	Name	Description
1	Search bar	<p>The user can search for a transport booking in the search bar. The bookings containing the search query will be displayed.</p> <p>The user can then click on the transport booking and view the details.</p>

Transport Booking : #26

← TRANSPORT INFORMATION

Event Details

Number of Employees

3

Description

Lunch

Location

Ocean Basket Brooklyn

Date of Event

2022-10-12T11:33:00

CANCEL BOOKING

Refer to searching for a transport booking to select the correct transport booking to cancel. The user can then cancel the transport booking by clicking on the cancel booking button as follows:

Transport Booking : #26

← TRANSPORT INFORMATION

Event Details

Number of Employees

3

Description

Lunch

Location

Ocean Basket Brooklyn

Date of Event

2022-10-12T11:33:00

1

CANCEL BOOKING

Number	Name	Description
1	Cancel Booking	Once the user clicks on the cancel booking button, they will be prompted to confirm the cancellation.

Transportation can be arranged and booked by the admin for upcoming events.