

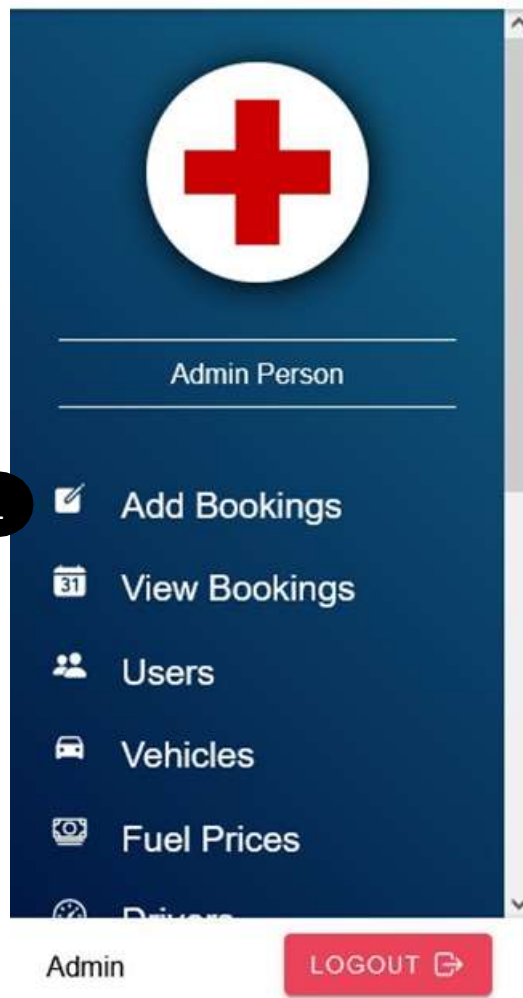
Parcels

Introduction

In order for a parcel to be created, the parcel type, priority and confidentiality need to be selected by the admin.

To navigate to the Parcel screen, complete the following steps:

Admin Dashboard



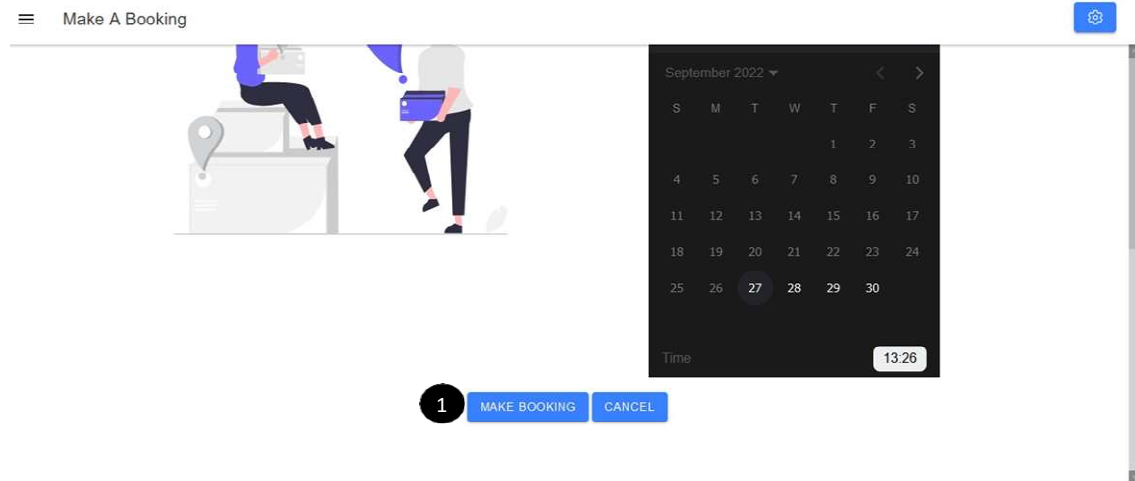
Number	Name	Description
1	Bookings	Click on this button on the side menu to access the Bookings page.

The Booking screen is shown below where the admin can create a parcel booking:

The screenshot shows the 'Make A Booking' interface. It includes a header with a menu icon and the title 'Make A Booking'. The main form area contains several fields: 'Parcel Confidentiality', 'Parcel Priority', and 'Parcel Type' (all dropdown menus); 'Start Location' and 'End Location' (location selection fields); a checkbox for 'Choose custom Location'; and a date/time picker. A modal calendar is open, showing 'Sun, 25 Sept' and a time selector set to '19:02'. An illustration of a person at a computer and a delivery person is also visible.

Number	Name	Description
1	Parcel Confidentiality	A drop down is populated including all the parcel confidentialities. The user must select one for the parcel.
2	Parcel Priority	A drop down is populated including all the parcel priorities. The user must select one for the parcel.
3	Parcel Type	A drop down is populated including all the parcel types. The user must select one for the parcel.
4	Start Location	The user must select a start location for the parcel to be picked up from. In most cases it is from EPI-USE.
5	End Location	The user must select an end location for the parcel to be delivered to. They have the option to select the below checkbox "Choose custom location" to use a location not provided in the drop down.
6	Choose Custom Location	When the user checks the box to choose a custom location, they will be presented with a Google Maps modal to choose a custom location on the map.
7	Date Time Picker	The booking date for the parcel must be selected on the date time picker.

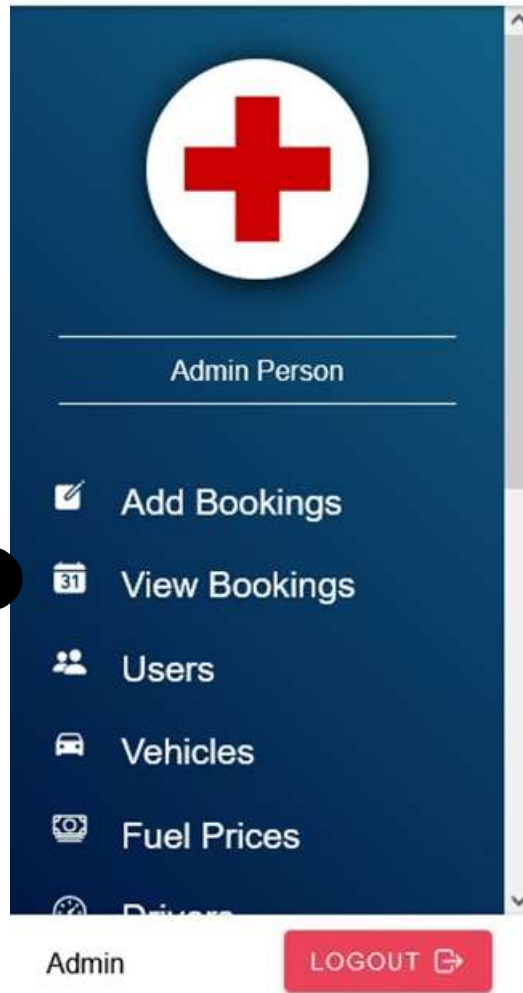
After all the attributes have been filled in correctly, the “Create Booking” button will be enabled:



Number	Name	Description
1	Make Booking	<p>When the user clicks on the button to create the booking they will be presented with a prompt to confirm the booking details.</p> <p>Confirm Booking Details</p> <p>Are you sure you sure that all of the booking details are correct?</p> <p>CANCEL CONFIRM</p> <p>The user clicks on the confirm button and a success notification is displayed.</p> <p>Booking Success Booking Successfully Created!</p>

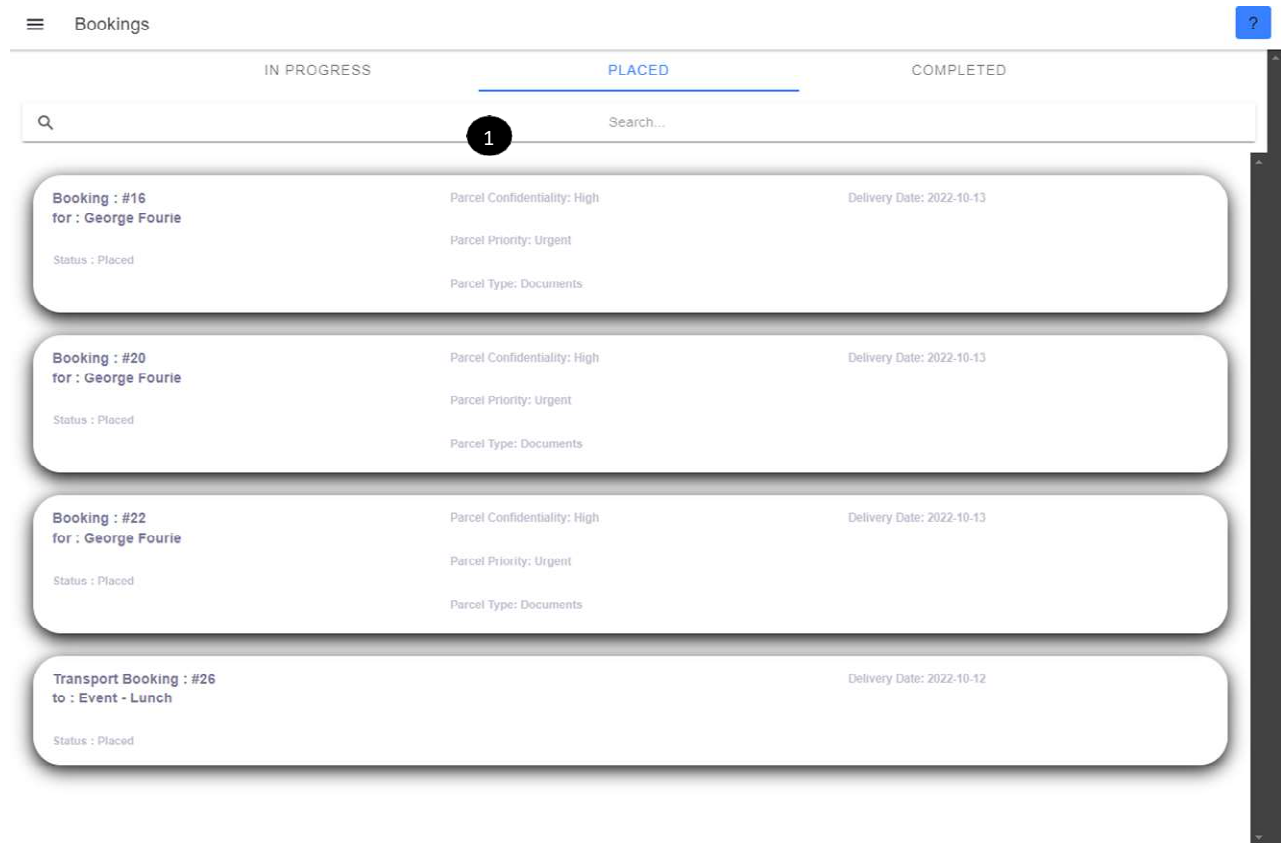
Search for parcels by navigating to the Parcel screen by completing the following steps:

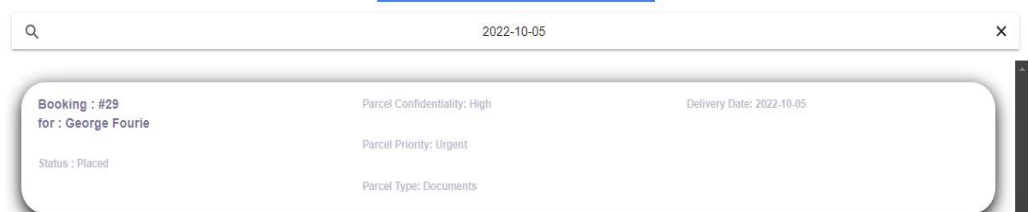
Admin Dashboard



Number	Name	Description
1	View Bookings	Click on this button on the side menu to access the View Bookings page.

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 parcel booking in the search bar. The bookings containing the search query will be displayed.</p>  <p>The user can then click on the parcel booking and view the details.</p>

Booking Information

?

Booking : #29

Status: Placed

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BOOKING INFO

COMMENTS


Sender:

Sender Name:

George Fourie

Sender Contact Number:

1231231234



Receiver:

Receiver Name:

Rudolph Richter

Receiver Contact Number:

0732454085

Client Company Name

ERP

Booking Date:

2022-10-05

Driver:

Driver Name:

Koekemoer Lenard

Driver Contact Number:

1233211234

Start Location:

100 Grayston Dr, Sandown, Sandton, 2031, South Africa

End Location:

46 Ingersol Rd, Lynnwood Glen, Pretoria, 0081, South Africa

SCAN QR CODE

Cancel a parcel booking by clicking on the cancel booking button as follows:

☰

Booking Information

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Booking : #16

Status: Placed

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BOOKING INFO

COMMENTS


Sender

Sender Name:

Rudolph Richter

Sender Contact Number:

0732454085



Receiver

Receiver Name:

George Fourie

Receiver Contact Number:

1231231234

Client Company Name

ERP

Booking Date:

2022-10-13

Start Location:

46 Ingersol Rd, Lynnwood Glen, Pretoria, 0081, South Africa

Driver:

Driver Name:

Koekemoer Lennard

Driver Contact Number:

1233211234

End Location:

59A Floresta St, Lynnwood Glen, Pretoria, 0081, South Africa

1

DOWNLOAD QR CODE

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.

		<div data-bbox="631 191 1114 485"><p>Cancel Booking</p><p>Are you sure you want to cancel the following booking?</p><p>CANCEL CONFIRM</p></div> <p data-bbox="631 491 1317 554">If the user confirms the cancellation a modal will pop-up for a cancellation reason.</p> <div data-bbox="631 558 1060 1014"><p>Cancellation Reason</p><p>Not available on day of delivery.</p><p>Incorrect booking details.</p><p>Items not ready for delivery.</p><p>Other Reason.</p></div> <p data-bbox="631 1020 1403 1083">Once the user has selected a cancellation reason the system will cancel the parcel booking and a success notification will be displayed.</p> <div data-bbox="631 1087 1227 1201"><p>Booking Cancelled Successfully</p><p>The Booking was Successfully cancelled</p></div>
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