

# Tutorial for ShieldsUP webapp

Link: <https://app.shieldsup.org.nz>

- **NOTE:** We are still marking orders as complete from different sources. Hub Coordinators - If you know of orders that have been sent out already, please mark them as shipped

## How to obtain access

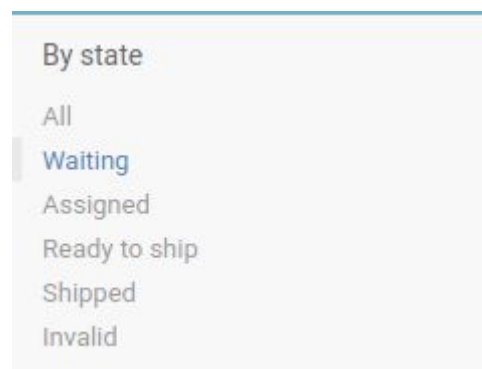
- Either use the login request form at <https://forms.gle/eBnd5k1sVXNhMdmE9>
- or DM Rohan Fletcher on Slack
- **Note:** you will need to be on Slack to obtain a login

## How to find orders to fill

1) Click **Orders**



2) Filter by **Waiting** state



3) Filter by delivery city

By delivery city

All

Alexandra

Ashburton

Auckland

BLACKBURN (VIC)

Balclutha

Bay Of Plenty

Blenheim

Cambridge

Canterbury

Christchurch

Coromandel

Cromwell

Dargaville

Dunedin

Feilding

Gisborne

Gore

Greymouth

Hamilton

Hamilton Central

Hamilton Central Hamilton

Hastings

Havelock North

Hicks Bay

#### 4) The resulting list

<input type="checkbox"/>	ID	PRIORITY	1 ▲	NAME	ORGANIZATION	DELIVERY CITY	REGION	NEEDED	WANTED	DELIVERED	ASSIGNED TO	STATE	CREATED AT	2 ▲	MODIFIED AT	ASSIGNED AT	SHIPPED AT
<input type="checkbox"/>	763	Normal				Thames	-	24	10	-	-	Waiting	March 26, 2020, 5:32 p.m.		March 30, 2020, 11:52 a.m.	-	-
<input type="checkbox"/>	403	Normal				Mataura	-	5	5	-	-	Waiting	March 26, 2020, 6:33 p.m.		March 26, 2020, 6:33 p.m.	-	-
<input type="checkbox"/>	698	Normal				Kerikeri	-	15	30	-	-	Waiting	March 26, 2020, 6:38 p.m.		March 26, 2020, 6:38 p.m.	-	-
<input type="checkbox"/>	473	Normal				Auckland	-	20	30	-	-	Waiting	March 26, 2020, 6:40 p.m.		March 30, 2020, 11:46 a.m.	-	-

#### 5) Click on the ID you want to assign




<input type="checkbox"/>	ID	PRIORITY	1
<input type="checkbox"/>	763	Normal	

6) You can see the order details - scroll down past the top fields

Customer:	#3
Delivery address:	11 Ma Sou
Delivery city:	Ma
Needed:	5
Wanted:	5
Priority:	Normal
Comments:	

7) Look for the **Manufacturing info** section

Manufacturer info

Assigned to:    

Delivered:

State: Waiting

Track and trace:

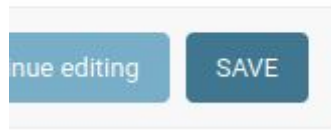
8) Click the dropdown next to **Assigned to**, then select an entry (type part of a name to filter the options)

- #782 - Adrian
- #760 - Andre
- #774 - Campl
- #781 - Christo
- #780 - Christo
- #775 - Harley

9) Change state to **Assigned**

State: Assigned

10) Click **SAVE**



## 11) END STEPS

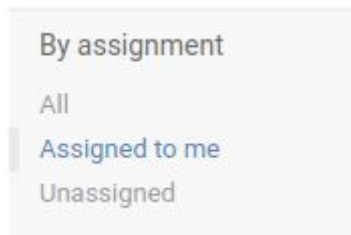
# How to see orders assigned to yourself

**Note:** you will need to have a manufacturer assigned to your user to use this feature (see FAQ or guide below)

- 1) Go to Orders table
- 2) Filter state by **Assigned** for orders that are not complete



- 3) Filter assignment as **Assigned to me**



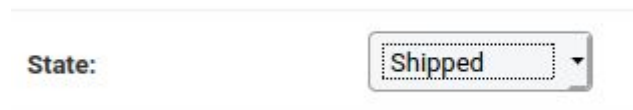
## 4) END STEPS

# What to do when you are ready to ship an order

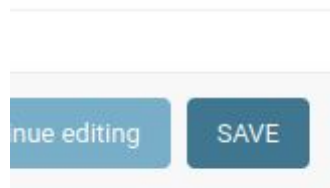
- 1) Open the order that you want to ship
- 2) Under Manufacturing Info section, enter the amount you are delivering in Delivered



- 3) Change the state to **Shipped**




- 4) Click **SAVE** at the bottom right of the page



## How do I add a manufacturer? (HUB COORDINATORS ONLY)

- 1) Click **Add** next to Manufacturers



- 2) Fill in the details (please try and fill the address field as well)
- 3) If you want to assign a user to the manufacturer, under the **System** section select a user using the dropdown box

System

User:

☐ Is active

## FAQs

### How do I attach a manufacturer to my user if I am not a Hub Coordinator

- NEW: When you request the login via the form, the manufacturer is automatically set up for you. If its not (you won't show up in the attach to field), talk to your Hub Coordinator or Rohan on Slack

### My order is missing from the list. What happened to it?

- Some orders were rejected in the migration from airtable. These items are in a seperate table and are currently being dealt with

### Lets say I have 100 quantity on an order that I want to assign to several manufacturers. How do I do this?

- Currently it is only possible to assign one manufacturer to an order. We are looking at changing this in the near future, but for now I suggest that the Hub coordinator assigns the Hub as manufacturer and then just handle the organizing of multiple people outside of the webapp

### How do I change my password?

- Top right once you are logged in there is a change password option

[AN](#) [VIEW SITE](#) / [CHANGE PASSWORD](#) / [LOG OUT](#)

### How do I reset my password?

- Talk to Rohan on Slack or another admin

### Future Development

- Geolocation
- Statistics endpoint for websites
- Machine inventory
  - 3d printers with filament diameter
- Stock of consumables and end products
- Suppliers
  - Keep track of suppliers

- Consumable requests
- How many people / machines are part of a hub