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### Background

Welcome to the JHT Group, where we strive to provide haulage services islandwide. With

offices operating in Kingston and Mo. Bay, Jamaica. Several companies from all

parishes utilize our services daily. The JHT I.T. administrative team has assisted in creating software that allows database connectivity. With this, staff and customers have access to an online platform that allows us to improve efficiency, and faster response time and keep important data logs in our system.

## Important Information

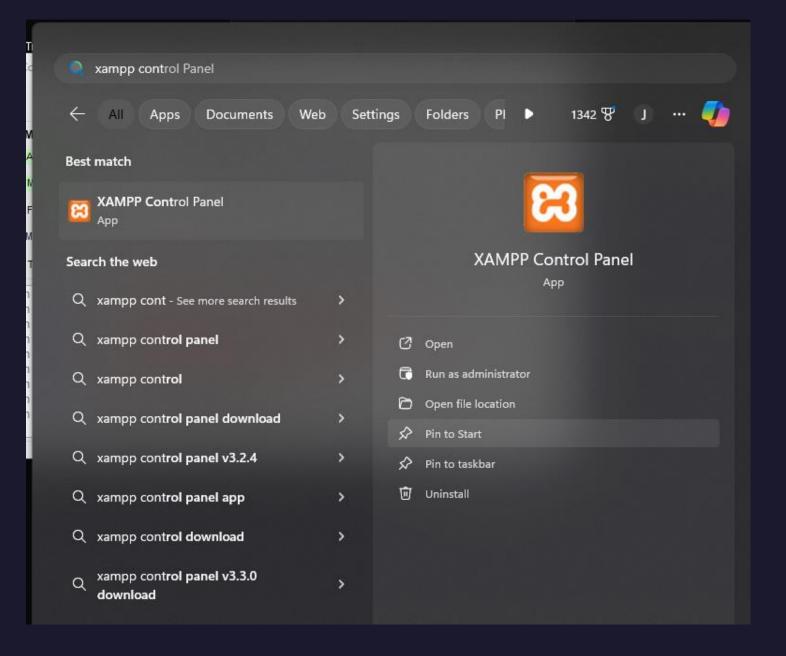
Please read through this manual, as it would assist you in getting to know this software better.





# Beginning with XAMPP

After installation completion of XAMPP. You are going to locate the "XAMPP Control Panel".

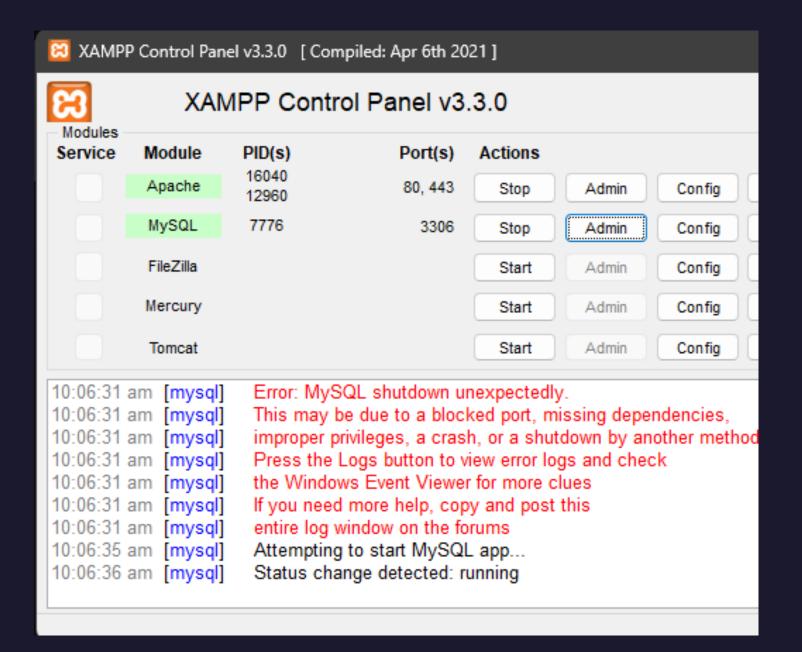


## XAMPP Control Panel

Once you have found the control panel, you will now start the "Apache" and "MySQL" services.

Once you have started both successfully, please click on the "Admin" button next to the MySQL stop button, to load the database.

If you have issues starting either service, I will advise you to refer to XAMPP's services and ensure that your firewall isn't blocking its connectivity.

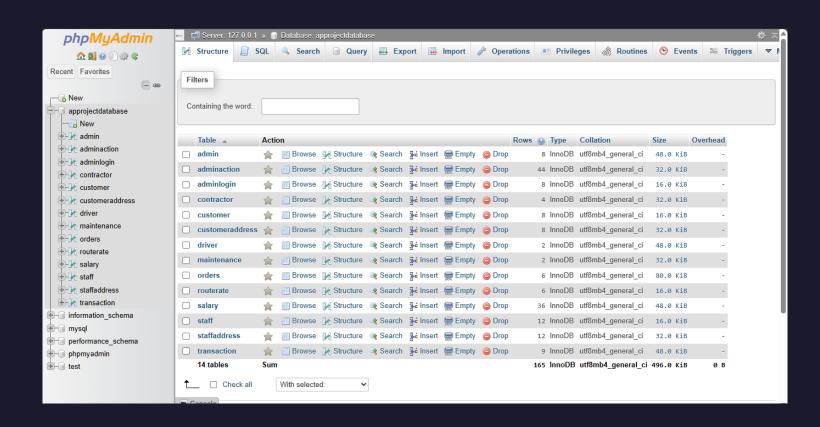


## XAMPP Database

After running the services mentioned on the previous page. You will be welcome to this webpage. It houses all the databases that are connected to the software.

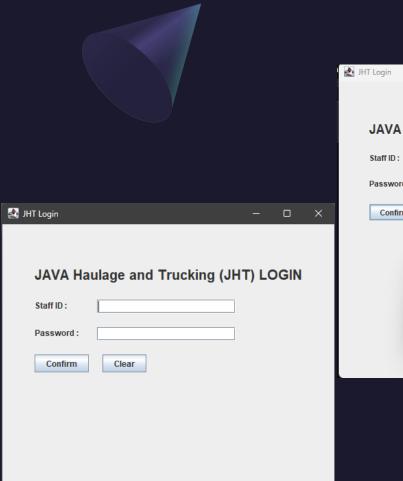
#### \*DISCLAIMER\*

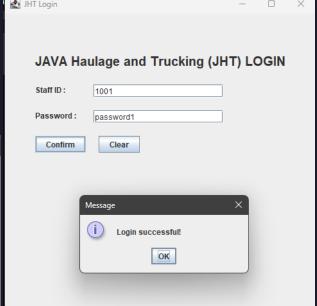
Please ensure that you have a properly set database with the correct fields and insertions.



```
mlrror_mod.mirror_object
                   peration == "MIRROR_X":
                   mirror_mod.use_x = True
                   "Irror_mod.use_y = False"
                   _operation == "MIRROR_Y";
                    se_x = False
Working
                     operation == "MIRROR_Z";
                     rror_mod.use_x = False
JHT's
                     rror_mod.use_y = False
                     rror_mod.use_z = True
Software
                     election at the end -add
                     er ob.select=1
                      ntext.scene.objects.active
                      "Selected" + str(modification
                      bpy.context.selected_obj
                      nta.objects[one.name].sel
                     int("please select exactle
                      -- OPERATOR CLASSES ----
                     types.Operator):
                      X mirror to the selected
                     ject.mirror_mirror_x"
                     100 X
```

## Login Screen





Once you start the program you will be welcomed by a login screen. Most of the information needed to be granted access is available on the XAMPP database.

For Testing purposes, we will be using:

Staff ID: 1001

Password: password1

#### \*DISCLAIMER\*

You are only allowed 3 attempts to input your credentials. After 3 FAILED attempts, the system with auto close. Please contact an administrator for assistance with regaining access.



### Dashboard



DASHBOARD

Add Delivery Request

Add Staff Record

Add Customer Record

Add Routes And Rate

View Outstanding Balances

View Rate Sheet

View Report

View Invoice

Please Select an Action Welcome to the Dashboard! This is where you will see all the Software's options after successfully being granted access to the system.

Navigate to the various sections depending on what you plan to do.



## Making Delivery Request

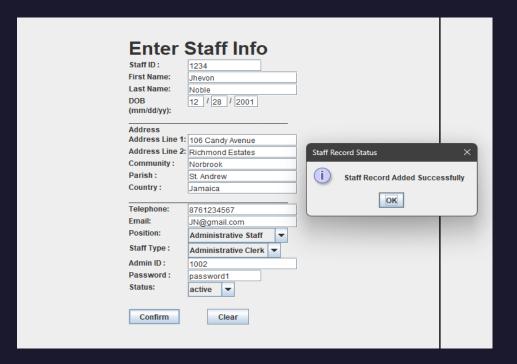
This is where customers can request deliveries and drivers can confirm or cancel requests. For testing purposes will be using Sophia Williams' delivery request.

As you can see, it shows the customer's location and name. Each driver has a delivery route to take per day and their plate number for referencing and security purposes. The date of order assists in keeping up with efficiency and not to have deliveries late.

### **Delivery Request**



#### **Enter Staff Info** 1001 First Name: Jhevon Last Name: DOB 12 / 28 / 2001 (mm/dd/yy): Address Address Line 1: 106 Candy Avenue **Duplicate Staff Member** Address Line 2: Richmond Estates Community: Norbrook A staff member with the same ID already exists. Parish: St. Andrew Country: Jamaica OK Telephone: 8761234567 Email: JN@gmail.com Position: Administrative Staff Staff Type: Administrative Clerk -Admin ID: 1002 Password Status active -Clear Confirm



# Adding Staff Records

Adding staff records is super easy. Simply input your data into the form for it to be saved into the Database.

For testing purposes, we will be using my information as an Administrator.

In the first picture above, you can see that I entered the Staff ID "1001". The system gave me an error stating that it was already occupied by another staff member.

In the picture below, I used a completely different I.D., and it was saved successfully.

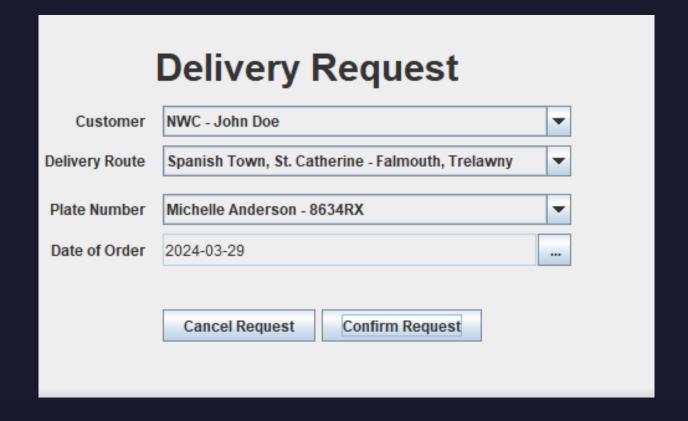
#### \*DISCLAIMER\*

Please avoid duplicate ID numbers. The system is designed to accept unique ID numbers. Any form of duplication and the system will give an error message. Speak with an administrator for further assistance.

## Entering Customer Data

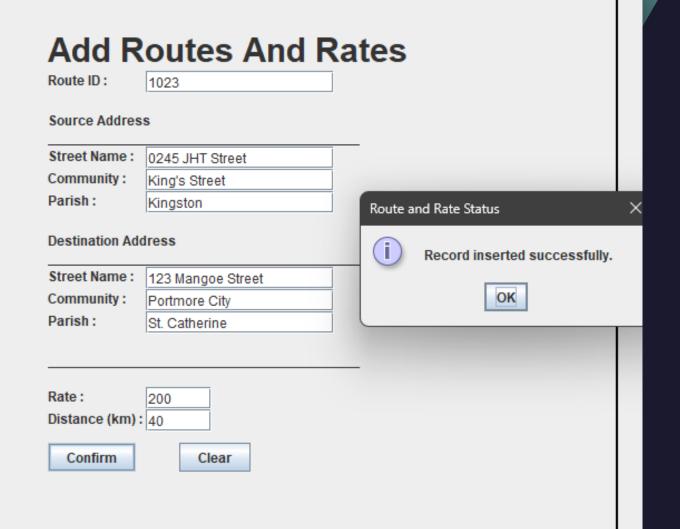
This form allows you to enter the data of each customer for delivery. Once entered, it will be sent to the database. Each driver with then be assigned a customer based on route.

Company: First Name: Last Name: Customer ID: Emergency No: Address Address Line 1: Address Line 2: (Optional) Community: Parish or State: Country:	123 Mangoe Street	Customer Status  i Customer Added Successfully  OK	×
Confirm	Clear		



# Adding Routes and Rates

Routes and Rates can be added here to help with deliveries. Each route has an ID, rate, and distance. The rate is calculated by giving each driver 30% of the total earnings.



# Outstanding Balances

The system also stores outstanding balances owed by each customer. It also highlights the status and ID of the customer.

Customer ID	Customer Na	Total Payment	Rate	Status
CUS3	Ethan Brown	175.5	700.0	Inactive
CUS5	James Martinez	400.25	900.0	Inactive

### Rate Sheet

#### **Rate Sheet**

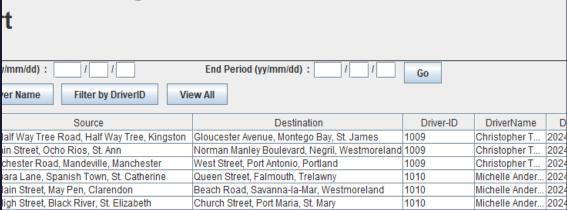
RouteID	Rate	Source Address	Destination
1023	200.0	0245 JHT Street, King's Street, Kingston	123 Mangoe Street, Portmore City, k
RTE001	500.0	21 Half Way Tree Road, Half Way Tree, Kingston	Gloucester Avenue, Montego Bay, S
RTE002	600.0	5 Main Street, Ocho Rios, St. Ann	Norman Manley Boulevard, Negril, V
RTE003	700.0	Manchester Road, Mandeville, Manchester	West Street, Port Antonio, Portland
RTE004	800.0	Barbara Lane, Spanish Town, St. Catherine	Queen Street, Falmouth, Trelawny
RTE005	900.0	38 Main Street, May Pen, Clarendon	Beach Road, Savanna-la-Mar, West
RTE006	100.0	18 High Street, Black River, St. Elizabeth	Church Street, Port Maria, St. Mary

The Rate Sheet highlights the various rates for each route/delivery taken and done. As you can see in the highlighted section, the route and rate I created (solely for demonstration purposes).

Each route has its own ID for referencing.

### Reports





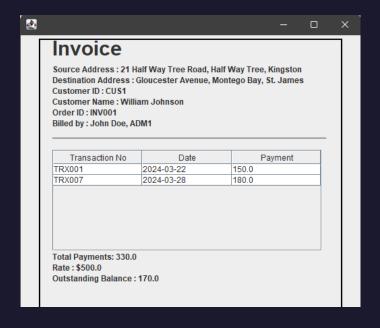
The reports highlight destinations, sources, and rates each driver had undergone. The Date stamp is present and their ID. It helps the company keep track of where and when the drivers had gone along with their rates.



## Invoices

After the completion of a trip, each customer is given an invoice. The invoice shows the Total payments, rate, and the balance outstanding.

Invoice	Customer ID :	Go	View All				
Invoice No	Source Address			Destination Address	CustomerID	Rate	View Invoice
INV001	21 Half Way Tree Road, Half Way Tree, Kingston		Gloucester /	Gloucester Avenue, Montego Bay, St. James		500.0	View Inv
INV002	5 Main Street, Ocho Rios, St. Ann		Norman Manley Boulevard, Negril, Westmoreland		CUS2	600.0	View Inv
INV003	Manchester Road, Mandeville, Manchester		West Street	t, Port Antonio, Portland	CUS3	700.0	View Inv
INV004	Barbara Lane, Spanish Town, St. Catherine		Queen Street, Falmouth, Trelawny		CUS4	800.0	View Inv
INV005	38 Main Street, May Pen, Clarendon		Beach Road, Savanna-la-Mar, Westmoreland		CUS5	900.0	View Inv
INV006	18 High Street, Black River, St. Elizabeth		Church Street, Port Maria, St. Mary		CUS6	100.0	View Inv



### That concludes your reading.

Please use the software carefully.

For any assistance relating to the bugs, lockouts, trouble gaining access, incorrect information, and more. Please reach out to our team.

Contact info:

Email: <u>JHTAdmins@jht.com</u>

Phone: 8769029292

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